LEXMARK™

X940e, X945e

User's Guide

Contents

Copying...55

Safety information

Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible.

Refer service or repairs, other than those described in the user documentation, to a professional service person.

CAUTION: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm.

Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network.

CAUTION: The printer weighs 91.2 kg (201 lbs); therefore, it requires two people to roll it safely into place. The scanner weighs 25 kg (55 lb); therefore, it requires two people to roll it safely while it is on its scanner shelf.

CAUTION: The printer weighs 91.2 kg (201 lbs); therefore, it requires two people to roll it safely.

CAUTION: If you are installing memory or option cards sometime after setting up the printer, turn the printer off and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, turn them off as well and unplug any cables going to the printer.

CAUTION: Turn the printer off, and unplug the power cord from the wall outlet before installing an internal option. If you have any other devices attached to the printer, turn them off as well and unplug any cables going into the printer.

CAUTION: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

CAUTION: If you are installing a memory card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts.

This product uses a laser.

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

This symbol indicates the presence of a hot surface or component.

CAUTION: To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

⚠ This product uses a ground fault circuit interrupter (GFCI). Monthly testing of the GFCI is recommended.

⚠ **CAUTION:** If you are installing memory or option cards sometime after setting up the printer, turn the printer off and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, turn them off as well and unplug any cables going to the printer.

⚠ **CAUTION:** Turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, turn them off as well and unplug any cables going into the printer.

⚠ **CAUTION:** If you are installing a memory card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

⚠ **CAUTION:** If installing a flash memory or firmware card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

⚠ **CAUTION:** If installing a printer hard disk after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

⚠ **CAUTION:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Learning about the printer

Printer configurations

Basic models
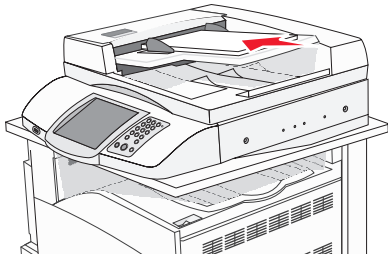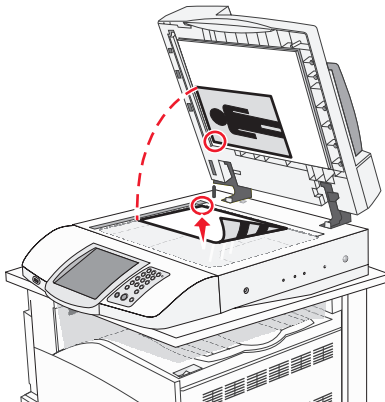
1	Automatic Document Feeder (ADF)
2	Control panel
3	Standard exit bin
4	Standard 520-sheet tray (Tray 1)
5	Cabinet or high capacity feeder. The high capacity feeder consists of: 520-sheet tray (Tray 2) 2000-sheet dual input • **6**—867-sheet tray (Tray 3) • **7**—1133-sheet tray (Tray 4)
8	Multipurpose feeder

Basic functions of the scanner

The scanner provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the control panel to perform specific copy jobs.
- Send a fax using the control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, a USB flash memory device, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

Understanding the ADF and scanner glass

ADF	Scanner glass
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the ADF or the scanner glass to scan documents.

Using the ADF

The Automatic Document Feeder (ADF) can scan multiple pages including duplex pages. When using the ADF:

- Load the document into the ADF faceup, short edge first.
- Load up to 75 sheets of plain paper in the ADF input tray.
- Scan sizes from 114.0 x 139.4 mm (4.5 x 5.5 in.) to 297.18 x 431.8 mm (11.7 x 17 in.).
- Scan documents with mixed page sizes (letter and legal).
- Scan media weights from 52 to 120 g/m^2 (14 to 32 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

The scanner glass (flatbed) can be used to scan or copy single pages or book pages. When using the scanner glass:

- Place a document facedown on the scanner glass in the upper left corner.
- Scan or copy documents up to 215.9 x 355.6 mm (8.5 x 14 in.).
- Copy books up to 25.3 mm (1 in.) thick.

Understanding the control panel

Control panel item		Description
1	Display	View scanning, copying, faxing, and printing options as well as status and error messages.
2	Indicator light	Indicates the printer status: • **Off**—The power is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Solid red**—Operator intervention is needed.
3	Keypad	Enter numbers or symbols on the display.
4	Dial Pause	• Press ❚❚ to cause a two- or three-second dial pause in a fax number. In the Fax To: field, a Dial Pause is represented by a comma (,). • From the home screen, press ❚❚ to redial a fax number. • The button functions only within the Fax menu or with fax functions. When outside of the Fax menu, fax function, or home screen, pressing ❚❚ causes an error beep.
5	Home	Press ⓒ to return home.

Control panel item		Description
6	Start	• Press ⬥ to initiate the current job indicated on the display. • From the home screen, press ⬥ to start a copy job with the default settings. • If pressed while a job is scanning, the button has no effect.
7	Stop	Stops all printer activity A list of options is offered once **Stopped** appears on the display.
8	Back	In the Copy menu, press ⬅ to delete the right-most digit of the value in the Copy Count. The default value of 1 appears if the entire number is deleted by pressing ⬅ numerous times. In the Fax Destination List, press ⬅ to delete the right-most digit of a number entered manually. You can also press ⬅ to delete an entire shortcut entry. Once an entire line is deleted, another press of ⬅ causes the cursor to move up one line. In the E-mail Destination List, press ⬅ to delete the character to the left of the cursor. If the character is in a shortcut, the shortcut is deleted.

Understanding the home screen
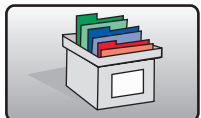
After the printer is turned on and a short warm-up period occurs, the display shows the following basic screen which is referred to as the home screen. Use the home screen buttons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.
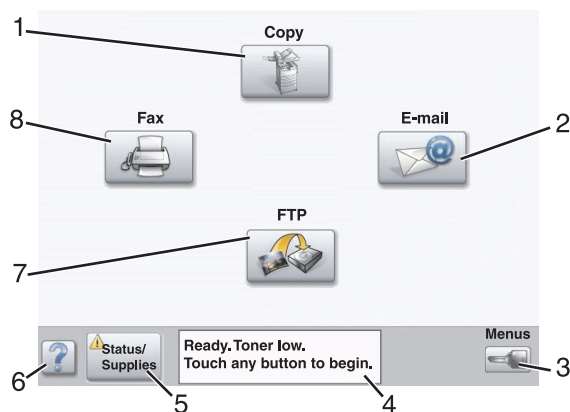
Display item		Description
1	Copy	Access the Copy menus. **Note:** If the home screen is shown, you can also access the Copy menus by pressing a number on the keypad.
2	E-mail	Access the E-mail menus.
3	Menus	Access the menus. These menus are available only when the printer is in the **Ready** state.

Display item		Description
4	Status message bar	• Shows the current printer status such as **Ready** or **Busy**. • Shows printer conditions such as **Toner Low**. • Shows intervention messages to give instructions on what the user should do so the printer can continue processing, such as **Close door** or **Insert print cartridge**.
5	Status/Supplies	Appears on the display whenever the printer status includes a message requiring intervention. Touch it to access the messages screen for more information on the message, including how to clear it.
6	Tips	All menus have a Tips button. Tips is a context-sensitive Help feature within the display touch screens.
7	FTP	Access the File Transfer Protocol (FTP) menus. **Note:** This function must be set up by your system support person. Once it is set up, it appears as a display item.
8	Fax	Access the Fax menus.

Other buttons that may appear on the home screen:

Button	Button name	Function
	Release Held Faxes	If this button is shown, there are held faxes with a scheduled hold time previously set. To access the list of held faxes, touch this button.
	Search Held Jobs	Searches on any of the following items and returns search results: • User names for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or job names • USB container or job names for supported extensions only
	Held Jobs	Opens a screen containing all the held jobs
	Lock Device	This button appears on the screen when the printer is unlocked and Device Lockout Personal Identification Number (PIN) is not empty. Touching this button opens a PIN entry screen. Entering the correct PIN locks the control panel (touch screen and hard buttons).

Button	Button name	Function
	Unlock Device	This button appears on the screen when the printer is locked. The control panel buttons and shortcuts cannot be used while it appears. Touching this button opens a PIN entry screen. Entering the correct PIN unlocks the control panel (touch screen and hard buttons).
Cancel Jobs	Cancel Jobs	Opens the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network. The following items are available under the Print, Fax, and Network headings: - Print job - Copy job - Fax profile - FTP - E-mail send Each heading has a list of jobs shown in a column under it. Each column can show only three jobs per screen. The job appears as a button which you can touch to access information about the job. If more than three jobs exist in a column, then the down arrow appears at the bottom of the column. Each touch of the down arrow accesses one job in the list. When more than three jobs exist, once the fourth job in the list is reached, then an up arrow appears at the top of the column.

Using the touch-screen buttons

Note: Depending on your options and administrative setup, your screens and buttons may vary from those shown.

Sample screen one

Button	Button name	Function
▼	Scroll down	Opens a drop-down list
◄ −	Left scroll decrease button	Scrolls to another value in decreasing order
+ ►	Right scroll increase button	Scrolls to another value in increasing order
◄	Left arrow button	Scrolls left
►	Right arrow button	Scrolls right
Scan the ADF	Scan the ADF	Scans using the ADF
Scan the Flatbed	Scan the flatbed	Scans using the scanner glass
Submit	Submit	Saves a value as the new user default setting

Button	Button name	Function
Back	Back	When the button is shaped like this, no other navigation is possible from this screen except to go back.
Back	Back	When the button is shaped like this, both forward and backward navigation is possible from this screen.

Sample screen two

Unknown paper size. Copy from:

Letter (8.5 x 11in.)	⦿
Legal (8.5 x 14in.)	○
Executive (7.25 x 10.5in.)	○
Folio (8.5 x 13in.)	○
Statement (5.5 x 8.5in.)	○
A4 (210 x 297 mm)	○

Cancel Jobs   Continue
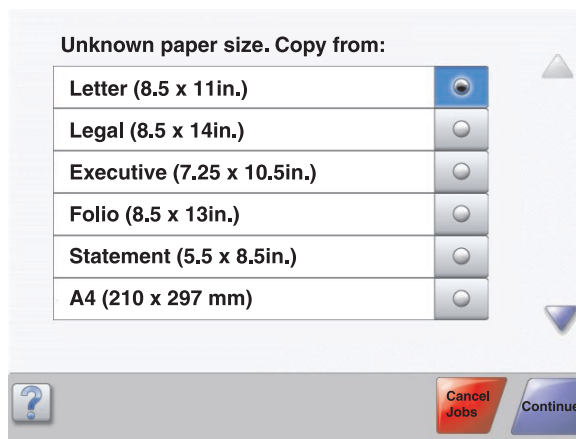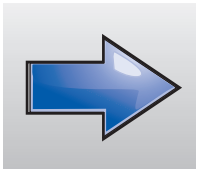
Button	Button name	Function
Down arrow	Down arrow	Moves down to the next screen
Up arrow	Up arrow	Moves up to the next screen
Unselected radio button	Unselected radio button	This is an unselected radio button. The radio button is gray to show it is unselected.
Selected radio button	Selected radio button	This is a selected radio button. The radio button is blue to show it is selected.

Button	Button name	Function
Cancel Jobs	Cancel Jobs	Opens the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network. The following items are available under the Print, Fax, and Network headings: • Print job • Copy job • Fax profile • FTP • E-mail send Each heading has a list of jobs shown in a column under it. Each column can show only three jobs per screen. The job appears as a button which you can touch to access information about the job. If more than three jobs exist in a column, then the down arrow appears at the bottom of the column. Each touch of the down arrow accesses one job in the list. When more than three jobs exist, once the fourth job in the list is reached, then an up arrow appears at the top of the column.
Continue	Continue	Touch this button when more changes need to be made for a job or after clearing a paper jam.

Other touch-screen buttons

Button	Button name	Function
Cancel	Cancel	• Cancels an action or a selection • Cancels out of a screen and returns to the previous screen
(arrow)	Select	Selects a menu or menu item
Done	Done	Specifies that a job is finished For example, when scanning an original document, touch this button to indicate the last page has scanned. The job then begins printing.

Features

Feature	Feature name	Description
Menus→ Settings→ Copy Settings→ Number of Copies	Menu trail line	A Menu trail line is located at the top of each menu screen. This feature acts as a trail, showing the path taken to arrive at the current menu. It gives the exact location within the menus. Touch any of the underlined words to return to that menu or menu item. The Number of Copies is not underlined since this is the current screen. If this feature is used on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the user default setting.
!	Attendance message alert	If an attendance message occurs which closes a function, such as copy or fax, then a solid red exclamation point appears over the function button on the home screen. This indicates that an attendance message exists.

Installing options

Installing internal options

⚠️ **CAUTION:** If you are installing memory or option cards sometime after setting up the printer, turn the printer off and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, turn them off as well, and unplug any cables going to the printer.

You can customize your printer connectivity and memory capacity by adding optional cards. The instructions in this section explain how to install the available cards; you can also use them to locate a card for removal.

Available options

Memory cards

- Printer memory
- Flash memory
- Fonts

Firmware cards

- Bar Code and Forms
- IPDS and SCS/TNe
- PrintCryption™
- PRESCRIBE

Other internal options

- RS-232 serial interface card
- Parallel 1284-B interface card
- MarkNet™ N8000 Series Internal Print Servers

Accessing the system board to install internal options

⚠️ **CAUTION:** Turn the printer off, and unplug the power cord from the wall outlet before installing an internal option. If you have any other devices attached to the printer, turn them off as well and unplug any cables going into the printer.

Note: This operation requires a #2 Phillips screwdriver.

1 Remove the cover and system board.

    a Turn the screws on the cover counterclockwise, and then remove them.
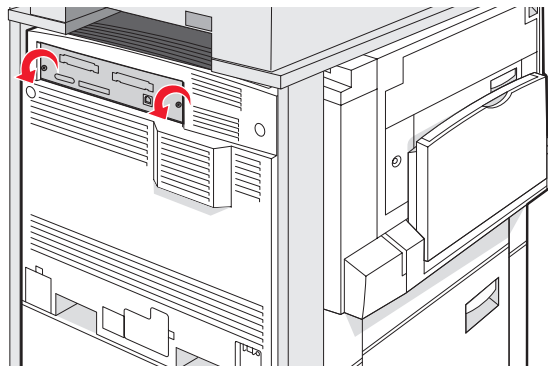
b Gently pull the cover and system board away from the printer, and then remove it.
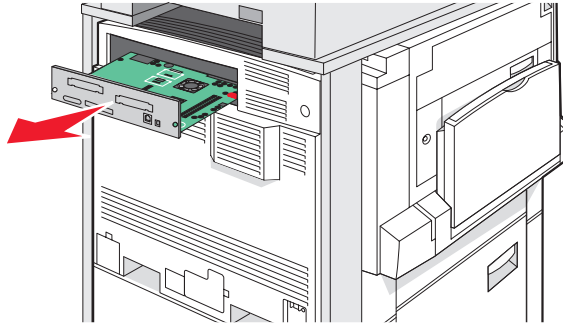
2 Use the illustration below to locate the appropriate connector.

Warning: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.
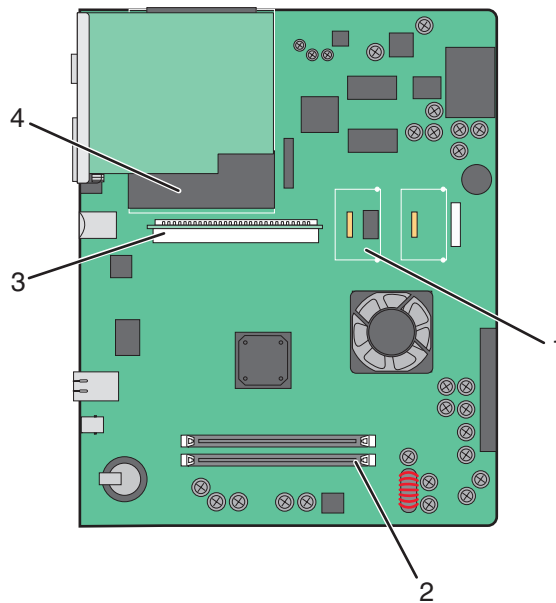
1	Firmware and flash memory card connectors
2	Memory card connector
3	Internal print server connector
4	Hard disk

Installing a memory card

CAUTION: If you are installing a memory card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

Warning: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

An optional memory card can be purchased separately and attached to the system board. To install the memory card:

1 Access the system board.

2 Unpack the memory card.

   Note: Avoid touching the connection points along the edge of the card.

3 Open the memory card connector latches.
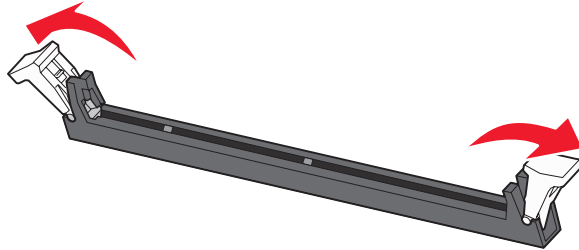
4 Align the notches on the memory card with the ridges on the connector.
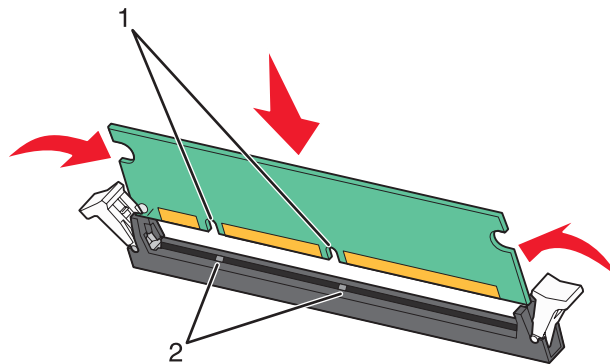
1	Notches
2	Ridges

5 Push the memory card straight into the connector until it *snaps* into place.

6 Reinstall the system board.

Installing a flash memory or firmware card

The system board has two connections for an optional flash memory or firmware card. Only one of each may be installed, but the connectors are interchangeable.

CAUTION: If you are installing a memory card after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing.

Warning: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

1 Access the system board.

2 Unpack the card.

   Note: Avoid touching the connection points along the edge of the card.

3 Holding the card by its sides, align the plastic pins on the card with the holes on the system board.
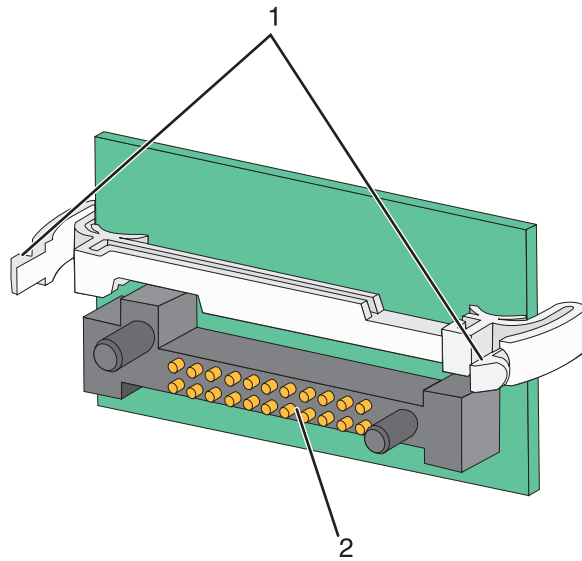
1	Plastic pins
2	Metal pins

4 Push the card firmly into place.
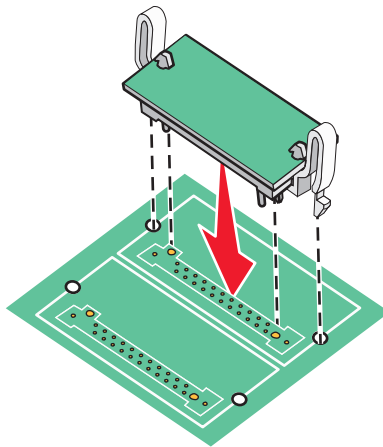
Notes:

- The entire length of the connector on the card must touch and be flush against the system board.
- Be careful not to damage the connectors.

5 Reinstall the system board.

Installing an internal print server or port interface card

⚠️ **CAUTION:** Turn the printer off, and unplug the power cord from the wall outlet before installing an internal option. If you have any other devices attached to the printer, turn them off as well and unplug any cables going into the printer.

🚫 **Warning:** System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

Note: A #2 Phillips screwdriver is needed to install an internal print server or port interface card.

An internal print server allows connection from the printer to the *local area network* (LAN). An optional port interface card expands the ways the printer can connect to a computer or external print server.

1 Access the system board.

2 Unpack the internal print server or port interface card.

3 Remove the metal plate on the system board tray that covers the connector slot, and save the metal plate.
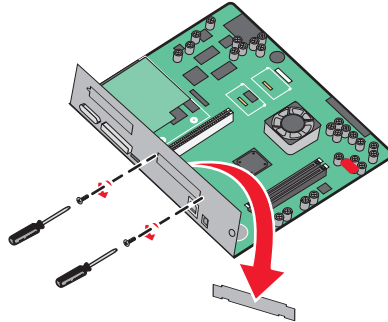
4 Align the connector on the internal print server or port interface card with the connector on the system board.

Note: The cable connectors on the side of the optional card must fit through the opening in the faceplate.
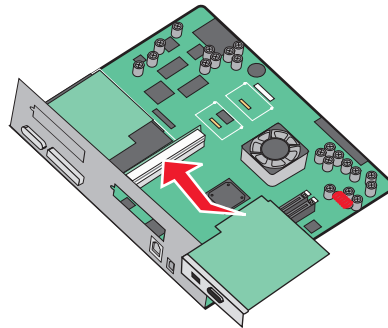
5 Push the internal print server or port interface card firmly into the card connector on the system board.

6 Insert a screw into the hole on the right side of the connector slot. Gently tighten the screw to secure the card to the system board tray.
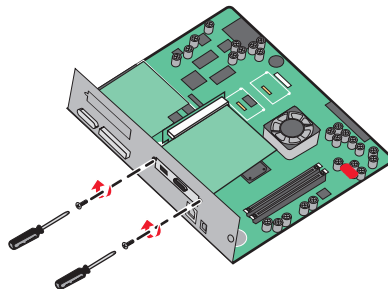
7 Reinstall the system board.

Reinstalling the system board

Warning: System board electrical components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

Note: This operation requires a #2 Phillips screwdriver.

1 Gently insert the system board into the printer.
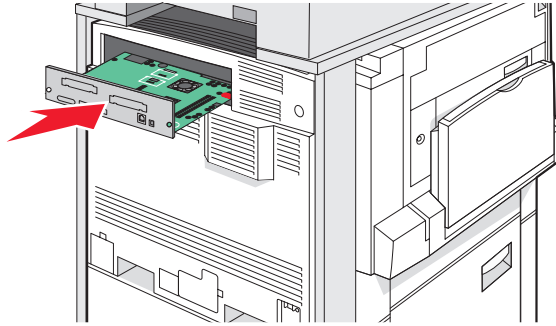
2 Replace the cover screws, and then turn them clockwise.
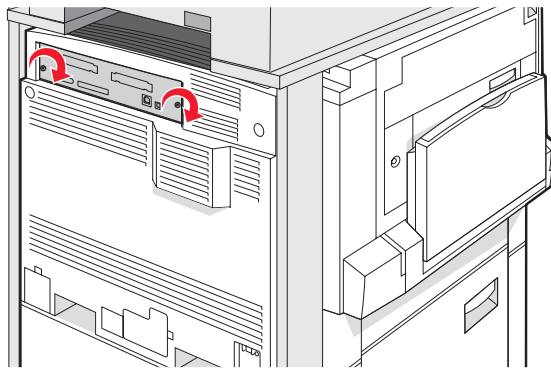
3 Tighten the screws firmly.

Attaching cables

Connect the printer to the computer using a USB cable or Ethernet cable. A USB port requires a USB cable. Be sure to match the USB symbol on the cable with the USB symbol on the printer. Match the appropriate Ethernet cable to the Ethernet port.

Connect the two scanner cables to the scanner connectors on the back of the printer.
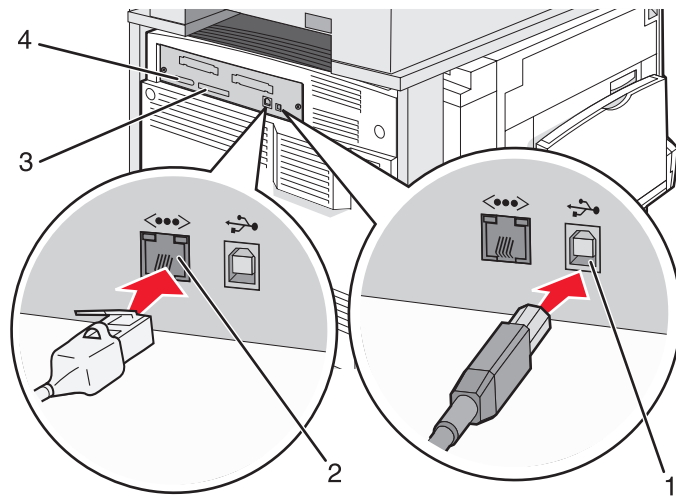
1	USB port
2	Ethernet port
3	Scanner connector
4	Scanner connector

Loading paper and specialty media

This section explains how to load the 520-, 850-, and 1150-sheet trays, and the multipurpose feeder. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays.

Setting the Paper Size and Paper Type

The Paper Size setting is determined by the position of the paper guides in the tray for all trays except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually. The factory default Paper Type setting is Plain Paper. The Paper Type setting must be set manually for all trays that do not contain plain paper.

  1 Make sure the printer is on and **Ready** appears.

  2 From the control panel, touch [icon].

  3 Touch **Paper Menu**.

  4 Touch **Paper Size/Type**.

  5 Touch the tray number, or touch **MP Feeder Size**.

  6 Touch ▶ repeatedly until the desired size appears.

  7 Touch **Submit**.

Loading the 520-sheet trays

Short-edge printing (for A4- and letter-size paper) and specifying auto-size sensing (for A5- and statement-size paper) are available only for the 520-sheet trays.

Loading the 520-sheet trays

The printer has a standard 520-sheet tray (Tray 1), and it may have one or more optional 520-sheet trays. All 520-sheet trays support the same paper sizes and types. Paper may be loaded in the trays in either the long-edge or short-edge orientation.

  1 Grasp the handle, and pull the tray out.
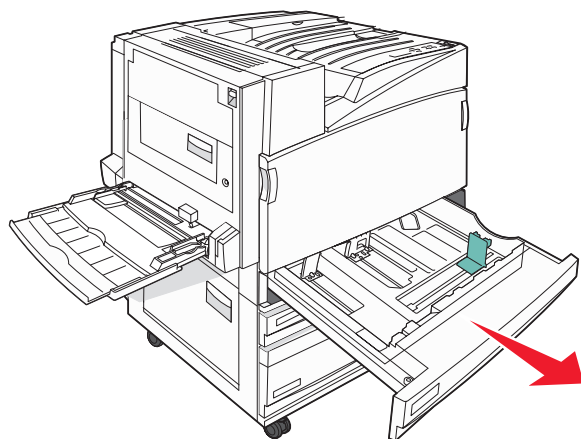
2 Squeeze the width guide tabs together as shown, and move the width guide to the correct position for the paper size being loaded.
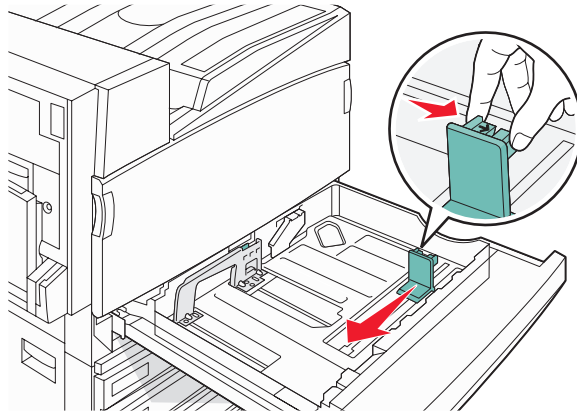
3 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.
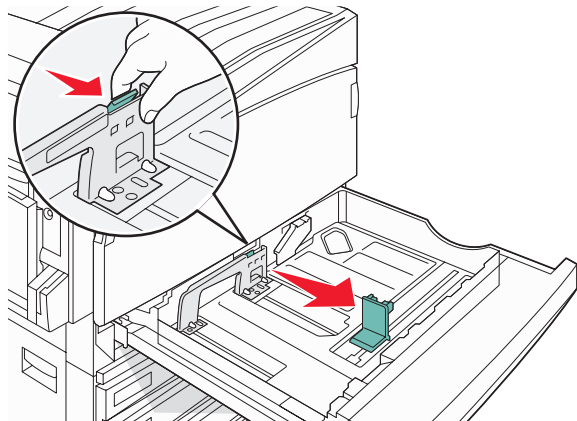
Note: Use the size indicators on the bottom of the tray to help position the guides.

4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
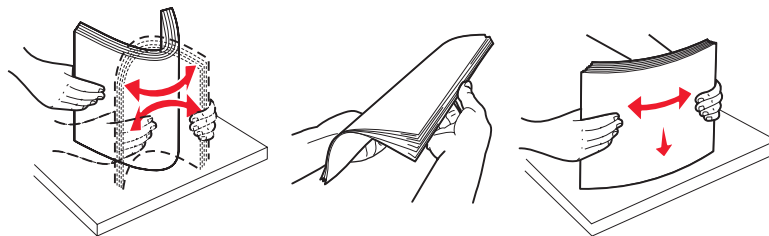
5 Load the paper stack with the recommended print side faceup. Load the paper in either the long-edge or short-edge orientation as shown below:

Notes:

- Load sizes larger than A4 in the short-edge orientation.
- Paper must be loaded in the short-edge orientation to create booklets if the optional booklet finisher is installed.
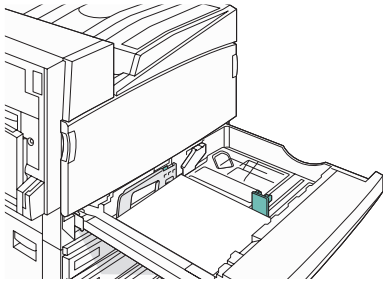
Long-edge orientation   **Short-edge orientation**
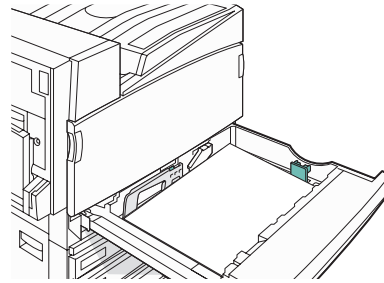
6 Make sure the paper guides are secure against the edges of the paper.

7 Align the tray, and insert it.
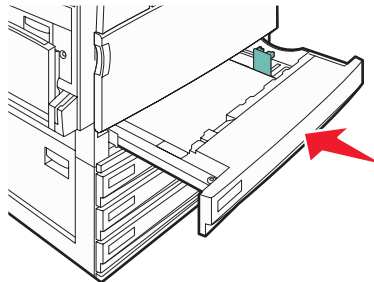
8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

Using A5 or statement paper sizes

The paper trays *cannot* distinguish between A5- (148 x 210 mm) and statement-size (140 x 216 mm) paper when both sizes are loaded in the paper trays. From the Size Sensing menu, specify which size you want the printer to detect. Load *either* A5- or statement-size paper in the paper trays, but not both.

Note: The multipurpose feeder does not use auto-size sensing and can support both A5- and statement-size print jobs. The Size Sensing setting does not affect the multipurpose feeder settings.

1 Load either A5- or statement-size paper in a paper tray.

2 Turn the printer off.

3 Hold down ② and ⑥ while turning the printer on.

4 Release the buttons when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears.

5 Touch ▼ repeatedly until `Size Sensing` appears.

6 Touch **Size Sensing**.

7 Touch ▼ repeatedly until `Statement/A5` appears.

8 Touch ▶ repeatedly until the paper size you want appears.

9 Touch **Submit**.

10 Touch **Exit Config Menu**.

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Loading the 867- and 1133-sheet trays

Although the 867-sheet tray and the 1133-sheet tray are different in appearance, they support the same paper sizes and types and require the same process for loading paper. Use these instructions to load paper in either tray:

1 Grasp the handle, and open the tray.
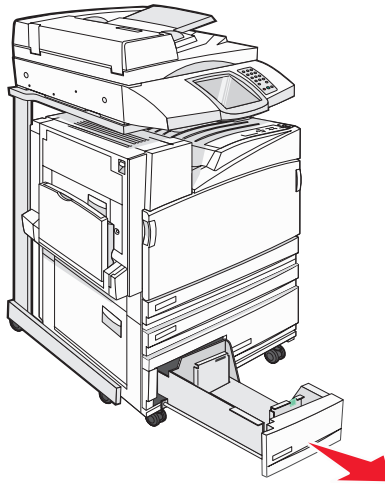
2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.
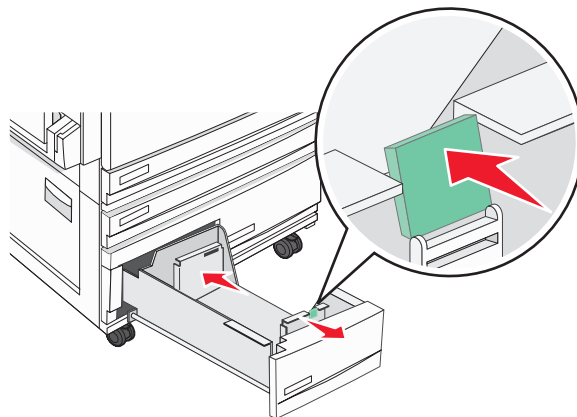
3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
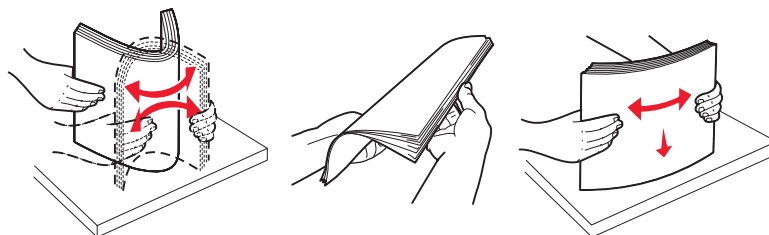
4 Load the paper stack with the recommended print side faceup.
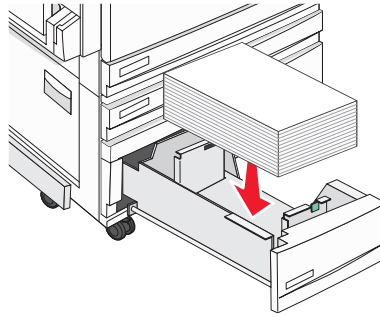
5 Make sure the paper guides are secure against the edges of the paper.

6 Insert the tray into the printer.

7 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

Using the multipurpose feeder
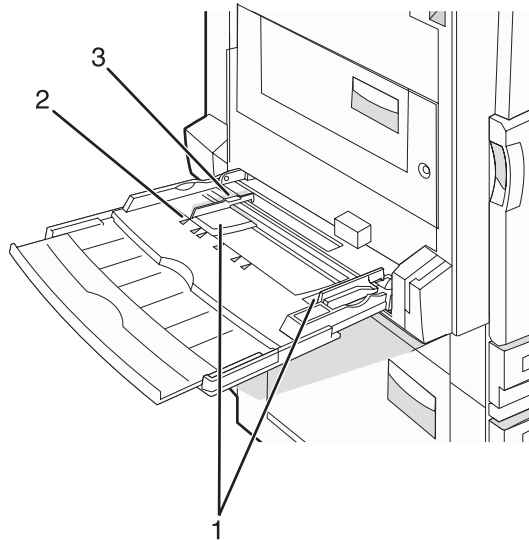
1	Paper guides
2	Size indicators

| 3 | Stack height limiter |

1 Pull the multipurpose feeder tray down.

2 Grasp the extension, and gently pull it out until it is fully extended.
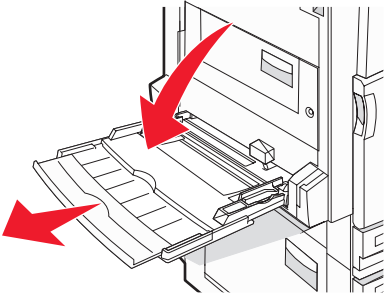
3 Prepare the paper for loading.

- Flex sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
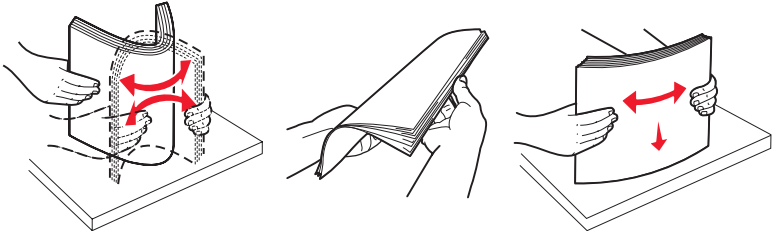
- Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface.

  Note: Avoid touching the print side of the transparencies. Be careful not to scratch them.
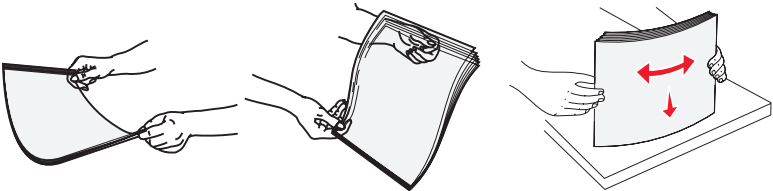
- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.
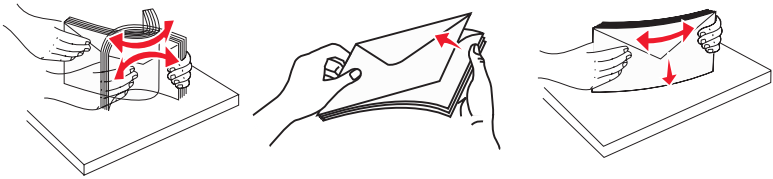
4 Load the paper, and then adjust the paper guides so that they lightly touch the edges of the paper stack.

- Load letter, A4, and transparencies with the recommended print side facedown and the long edge of the paper entering the printer first.
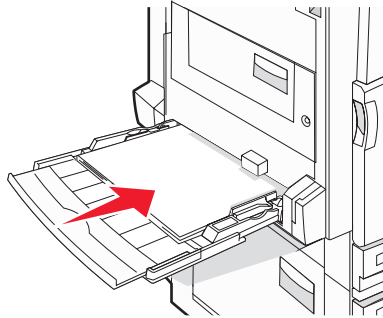
- Load A3, A5, B4, folio, legal, and statement paper with the recommended print side facedown and the short edge of the paper entering the printer first.
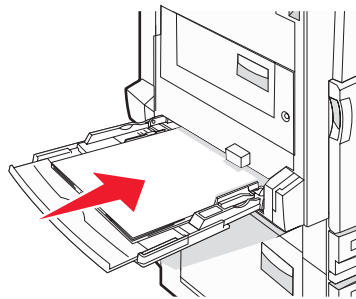
Notes:

- Adjust the additional paper guide to accommodate SRA3 and 12 x 19 paper sizes.
- Do not exceed the maximum stack height by forcing paper under the stack height limiter.

- Load envelopes with the flap side up.

Warning: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

Note: Load only one size and type of paper at a time.

5 Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.
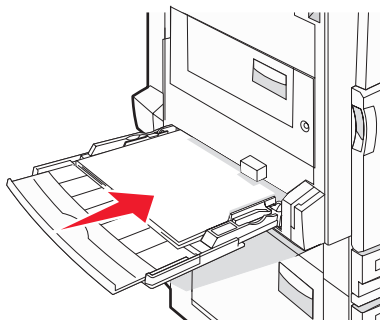
6 From the control panel, set the Paper Size and Paper Type.

Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of measure (inches or millimeters)
- Portrait Height and Portrait Width
- Feed Direction

Note: The smallest supported Universal size is 100 x 148 mm (3.9 x 5.8 in.); the largest is 305 x 483 mm (11.7 x 19 in.).

Set paper size to universal

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch ⬛.

3 Touch **Paper Menu**.

4 Touch **Paper Size/Type**.

5 Touch the tray number or **MP Feeder Size**.

6 Touch ▶ repeatedly until **Universal** appears.

7 Touch **Submit**.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

Unlinking trays

Unlinked trays have settings that are *not* the same as the settings of any other tray.

To unlink a tray, change the following tray settings so that they do not match the settings of any other tray:

- Paper Type (for example: Plain Paper, Letterhead, Custom Type <x>)

  Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as Custom Type <x>, or define your own custom name.

- Paper Size (for example: letter, A4, statement)

  Load a different paper size to change the Paper Size setting for a tray automatically. Paper Size settings for the multipurpose feeder are not automatic; they must be set manually from the Paper Size menu.

Warning: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in the tray. The temperature of the fuser varies according to the specified Paper Type. Paper may not be properly processed if an inaccurate Paper Type is selected.

Changing a Custom Type <x> name

You can use the Embedded Web Server or MarkVision™ to define a name other than Custom Type <x> for each of the custom paper types that are loaded. When a Custom Type <x> name is changed, the menus display the new name instead of Custom Type <x>.

To change a Custom Type <x> name from the Embedded Web Server:

1 Open a Web browser.

   Note: The computer must be connected to the same network as the printer.

2 In the address bar, type the IP address of the network printer (for example,192.264.263.17).

3 Press **Enter**.

4 From the navigation panel of the initial page, click **Configuration**.

5 Click **Paper Menu**.

6 Click **Custom Name**.

7 Type a name for the paper type in a Custom Name <x> box.

   Note: This custom name will replace a custom type <x> name under the Custom Types and Paper Size/Type menus.

8 Click **Submit**.

   `Submitting Selection` appears.

9 Click **Custom Types**.

   `Custom Types` appears, followed by your custom name.

10 Select a Paper Type setting from the picklist next to your custom name.

11 Click `Submit`.

   `Submitting Selection` appears.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking the tray.

1 Make sure the printer is on and `Ready` appears.

2 From the control panel, touch ▣.

3 Touch **Paper Menu**.

4 Touch **Paper Size/Type**.

5 Touch the tray number or **MP Feeder Type**.

6 Touch ▶ repeatedly until `Custom Type <x>` or another custom name appears.

7 Touch **Submit**.

Paper and specialty media guide

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 220 g/m^2 (16 to 58 lb bond) grain long. Paper lighter than 60 g/m^2 (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m^2 (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m^2 (24 lb) or heavier paper.

Note: Duplex is supported only for 63 g/m^2–170 g/m^2 (17 lb–45 lb bond) paper.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60 to 135 g/m^2 (16 to 36 lb bond) paper, grain long paper is recommended. For papers heavier than 135 g/m^2, grain short is recommended.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

Unacceptable paper

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms

  In some cases, registration can be adjusted with a software application to successfully print on these forms.
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m^2 (16 lb)
- Multiple-part forms or documents

Selecting paper

Using appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended print side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same source; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Selecting preprinted forms and letterhead

Use these guidelines when selecting preprinted forms and letterhead:

- Use grain long for 60 to 90 g/m^2 weight paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid papers with rough or heavily textured surfaces.

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 230°C (446°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier.

Preprinted papers such as letterhead must be able to withstand temperatures up to 230°C (446°F) without melting or releasing hazardous emissions.

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser (electrophotographic) printers. In 1998, Lexmark presented to the US government a study demonstrating that recycled paper produced by major mills in the US fed as well as non-recycled paper. However, no blanket statement can be made that *all* recycled paper will feed well.

Lexmark consistently tests its printers with recycled paper (20–100% post-consumer waste) and a variety of test paper from around the world, using chamber tests for different temperature and humidity conditions. Lexmark has found no reason to discourage the use of today's recycled office papers, but generally the following property guidelines apply to recycled paper.

- Low moisture content (4–5%)
- Suitable smoothness (100–200 Sheffield units)
- Suitable sheet-to-sheet coefficient of friction (0.4–0.6)
- Sufficient bending resistance in the direction of feed

Recycled paper, paper of lower weight (<60 gm^2/16 lb bond) and/or lower caliper (<3.8 mils/0.1 mm), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems.

Using letterhead

Check with the manufacturer or vendor to determine whether the chosen preprinted letterhead is acceptable for laser printers.

Page orientation is important when printing on letterhead. Use the following sections to determine which direction to load the letterhead in each paper source:

Loading letterhead in the multipurpose feeder
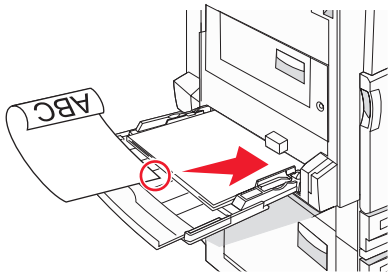
Note: Place the letterhead facedown in the multipurpose feeder with the long edge of the paper entering the printer first.

Loading letterhead in the 520-sheet trays

Long-edge orientation

Without finisher	With finisher installed

Short-edge orientation

Without finisher	With finisher installed
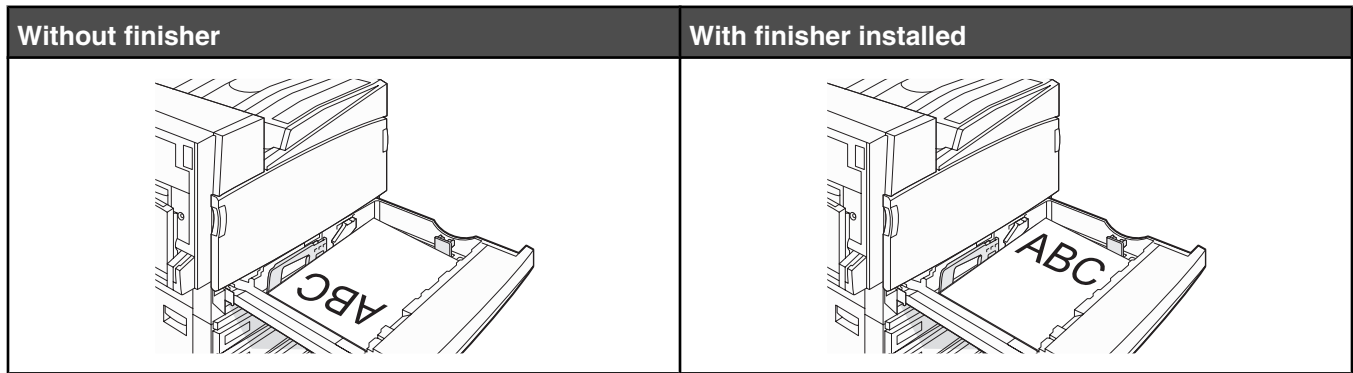
Loading letterhead in the 867-sheet tray

Without finisher	With finisher installed
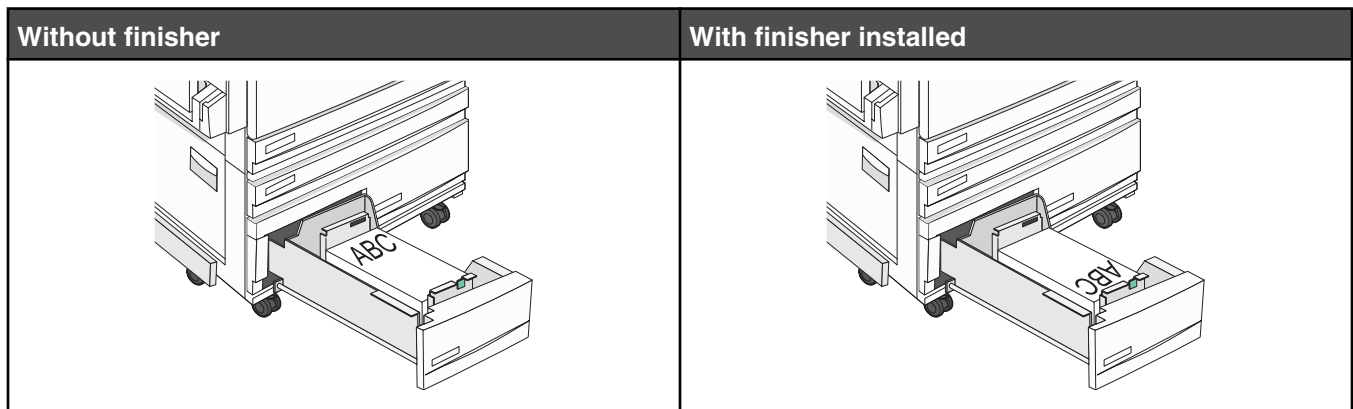
Loading letterhead in the 1133-sheet tray

Without finisher	With finisher installed
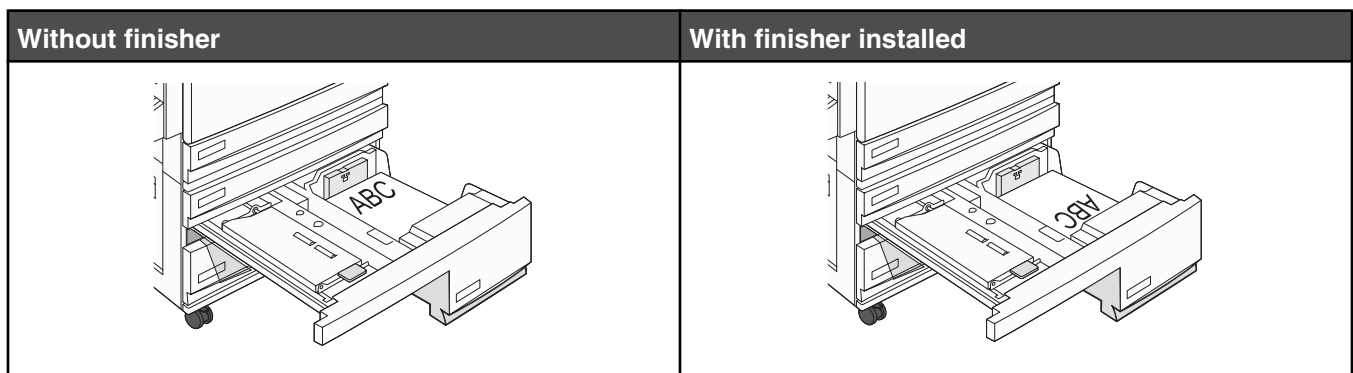
Using transparencies

Print samples on the transparencies being considered for use before buying large quantities.

When printing on transparencies:

- From MarkVision Professional, Print Properties, or the control panel, set the Paper Type to Transparency.
- Feed transparencies from the standard tray or the multipurpose feeder.
- Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 230°C (446°F) without melting, discoloring, offsetting, or releasing hazardous emissions.

- Use transparencies that are 0.12–0.14 mm (4.8–5.4 mil) in thickness or 161–179 g/m² in weight. Print quality and durability depend on the transparencies used.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, fan the stack to prevent sheets from sticking together.
- We recommend Lexmark part number 12A8240 for letter-size transparencies.

Using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

When printing on envelopes:
- From the control panel, set the Paper Source based on the source in use. From MarkVision Professional, Print Properties, or the control panel, set the Paper Type to Envelope, and select the envelope size.
- Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 230°C (446°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For the best performance, use envelopes made from 90 g/m² (24 lb bond) paper. Use up to 105 g/m² (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m² (24 lb bond) weight.
- Use only new envelopes.
- To optimize performance and minimize jams, do not use envelopes that:
  - Have excessive curl or twist
  - Are stuck together or damaged in any way
  - Have windows, holes, perforations, cutouts, or embossing
  - Have metal clasps, string ties, or folding bars
  - Have an interlocking design
  - Have postage stamps attached
  - Have any exposed adhesive when the flap is in the sealed or closed position
  - Have bent corners
  - Have rough, cockle, or laid finishes
- Adjust the width guide to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Using labels

Print samples on the labels being considered for use before buying large quantities.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.

When printing on labels:
- From MarkVision Professional, Print Properties, or the control panel, set the Paper Type to Labels.
- Use only letter, A4, or legal-size label sheets.
- Use labels designed specifically for laser printers. Check with the manufacturer or vendor to verify that label adhesives, face sheet (printable stock), and topcoats can withstand temperatures up to 230°C (446°F) and pressure up to 25 psi without delaminating, oozing around the edges, or releasing hazardous fumes. Do not use vinyl labels.
- Do not use labels with slick backing material.

- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Using card stock

Card stock is heavy, single-ply print media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock:
- From MarkVision Professional, or the control panel:
    1 Set the Paper Type to Card Stock.
    2 Select a Card Stock Texture setting.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 230°C (446°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain long card stock when possible.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:
- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.
- Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper sources and the types of paper they support.

Note: For an unlisted paper size, configure a Universal Paper Size.

For information on card stock and labels, see the *Card Stock & Label Guide*.

Paper sizes supported by the printer

Paper size	Dimensions	520-sheet trays (standard or optional)	High capacity feeder	Multipurpose feeder	Duplex unit
A3	297 x 420 mm (11.7 x 16.5 in.)	✓	X	✓	✓
A4	210 x 297 mm (8.3 x 11.7 in.)	✓	✓	✓	✓
A5[1]	148 x 210 mm (5.8 x 8.3 in.)	✓	X	✓	X
Executive	184 x 267 mm (7.3 x 10.5 in.)	X	X	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	✓	X	✓	✓
JIS B4	257 x 364 mm (10.1 x 14.3 in.)	✓	X	✓	✓
JIS B5	182 x 257 mm (7.2 x 10.1 in.)	✓	✓	✓	✓
Legal	216 x 356 mm (8.5 x 14 in.)	✓	X	✓	✓
Letter	216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓
Statement[1]	140 x 216 mm (5.5 x 8.5 in.)	✓	X	✓	X
Tabloid	279 x 432 mm (11 x 17 in.)	✓	X	✓	✓
Universal	100 x 148 mm (3.9 x 5.8 in.) up to 305 x 483 mm (11.7 x 19 in.)[2]	X	X	✓	✓
7 3/4 Envelope (Monarch)	98 x 191 mm (3.9 x 7.5 in.)	X	X	✓	X
B5 Envelope	176 x 250 mm (6.9 x 9.8 in.)	X	X	✓	X
C5 Envelope	162 x 229 mm (6.4 x 9 in.)	X	X	✓	X

[1] The printer cannot simultaneously sense A5 and statement paper sizes. From the Size Sensing menu, specify which size you want the printer to detect. This setting applies to all automatic trays except the multipurpose feeder. The multipurpose feeder can support both sizes.

[2] Measurements apply to simplex (one-sided) printing only. For duplex (two-sided) printing, the minimum size is 140 x 148 mm (5.5 x 5.8 in.) and the maximum size is 297 x 432 mm (11.7 x 17 in.).

Paper size	Dimensions	520-sheet trays (standard or optional)	High capacity feeder	Multipurpose feeder	Duplex unit
9 Envelope	98 x 225 mm (3.9 x 8.9 in.)	X	X	✓	X
10 Envelope	105 x 241 mm (4.1 x 9.5 in.)	X	X	✓	X
DL Envelope	110 x 220 mm (4.3 x 8.7 in.)	X	X	✓	X

[1] The printer cannot simultaneously sense A5 and statement paper sizes. From the Size Sensing menu, specify which size you want the printer to detect. This setting applies to all automatic trays except the multipurpose feeder. The multipurpose feeder can support both sizes.

[2] Measurements apply to simplex (one-sided) printing only. For duplex (two-sided) printing, the minimum size is 140 x 148 mm (5.5 x 5.8 in.) and the maximum size is 297 x 432 mm (11.7 x 17 in.).

Paper types and weights supported by the printer

The printer engine supports 60–220 g/m^2 (16–60 lb) paper weights. The duplex unit supports 63–170 g/m^2 (17–45 lb) paper weights.

Paper type	520-sheet trays	High capacity feeder	Multipurpose feeder	Duplex unit
Plain Paper	✓	✓	✓	✓
Bond	✓	✓	✓	✓
Letterhead	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓
Colored Paper	✓	✓	✓	✓
Card stock	✓	✓	✓	✓
Glossy paper	X	X	✓	X
Paper labels[*]	X	X	✓	✓
Transparencies	✓	✓	✓	X
Envelopes	X	X	✓	X

[*] Vinyl labels are not supported.

Paper types and weights supported by the finisher

Use this table to determine the possible output destinations of print jobs which use supported paper types and weights. The paper capacity of each output bin is listed in parentheses. Paper capacity estimations are calculated based on 75 g/m^2 (20 lb) paper.

The Finisher standard bin and Bin 1 support 60–220 g/m^2 (16–60 lb) paper weights. Bin 2 (booklet-maker) supports 60–90 g/m^2 (16–24 lb) paper weights plus one additional cover weighted up to 220 g/m^2 (60 lb).

Paper type	Horizontal transport unit (50 sheets)	Finisher standard bin (500 sheets)	Bin 1 (1500/3000 sheets)[*]	Bin 2 (300 sheets)
Plain Paper	√	√	√	√
Bond	√	√	√	√
Letterhead	√	√	√	√
Preprinted	√	√	√	√
Colored Paper	√	√	√	√
Card stock	√	√	√	√
Glossy paper	√	√	X	X
Labels	√	√	X	X
Transparencies	√	√	X	X
Envelopes	√	X	X	X
[*] Bin 1 of the booklet finisher supports 1500 sheets. Bin 1 of the standard finisher supports 3000 sheets.				

Supported finishing features
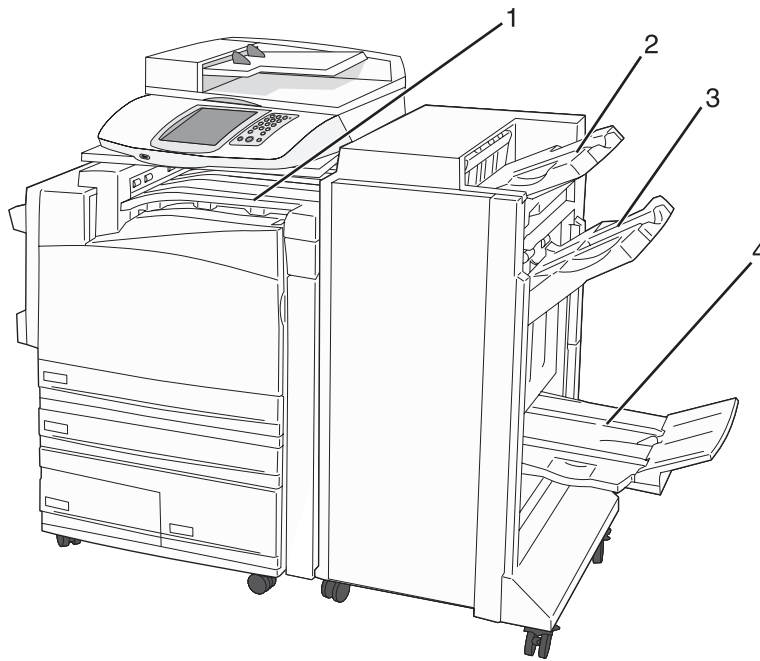
1	Horizontal transport unit
2	Finisher standard bin

3	Finisher bin 1
4	Finisher bin 2 (booklet-maker)

Notes:

- The finisher shown above, is the booklet finisher. Bin 2 is available only when the booklet finisher is installed.
- All paper capacities are based on 75 g/m^2 (20 lb) paper.

Horizonal transport unit

- The paper capacity is 50 sheets.
- Finishing options are not supported in this bin.
- Envelopes are routed here.
- Universal paper is routed here when it is longer than 483 mm (19 in.) or shorter than 148 mm (5.8 in.).

Finisher standard bin

- The paper capacity is 500 sheets.
- Envelopes and executive-size paper are not supported in this bin.
- Finishing options are not supported in this bin.

Bin 1

- The paper capacity is 3000 sheets when the standard finisher is installed.
- The paper capacity is 1500 sheets when the booklet finisher is installed.

Bin 1 finishing features

Size	Punch[*]	Offset	Single/double staple	Double dual staple
A3	✓	✓	✓	✓
A4	✓	✓	✓	✓
A5	X	X	X	X
Executive	✓	✓	✓	X
Folio	X	✓	✓	X
JIS B4	✓	✓	✓	X
JIS B5	✓	✓	✓	X
Legal	X	✓	✓	X
Letter	✓	✓	✓	✓

[*] For the Universal paper size, the finishing edge must be at least 9 in. (229 mm) for a 3-hole punch and 10 in. (254 mm) for a 4-hole punch.

Punch—Two-, three-, or four-hole punch settings

Single staple—One staple

Double staple—Two staples

Double dual staple—Two sets of two staples. This setting is supported only for widths between 8 in. (203 mm) and 11.7 in. (297 mm) with lengths between 7.2 in. (182 mm) and 17 in. (432 mm).

Size	Punch[*]	Offset	Single/double staple	Double dual staple
Statement	X	X	X	✓
Tabloid	✓	✓	✓	X
Universal	✓	✓	✓	✓
Envelopes (any size)	X	X	X	X

[*] For the Universal paper size, the finishing edge must be at least 9 in. (229 mm) for a 3-hole punch and 10 in. (254 mm) for a 4-hole punch.

Punch—Two-, three-, or four-hole punch settings

Single staple—One staple

Double staple—Two staples

Double dual staple—Two sets of two staples. This setting is supported only for widths between 8 in. (203 mm) and 11.7 in. (297 mm) with lengths between 7.2 in. (182 mm) and 17 in. (432 mm).

Bin 2 (booklet-maker)

Bin 2 is available only when the booklet finisher is installed. The paper capacity of Bin 2 (booklet-maker) is 300 sheets or 20 sets of 15-sheet booklets.

Bin 2 finishing features

Size	Bi fold	Booklet fold	Saddle staple
A3	✓	✓	✓
A4 (only SEF)	✓	✓	✓
A5	X	X	X
Executive	X	X	X
Folio	✓	✓	✓
JIS B4	✓	✓	✓
JIS B5	X	X	X
Legal	✓	✓	✓
Letter (only SEF)	✓	✓	✓
Statement	X	X	X
Tabloid	✓	✓	✓
Universal	X	X	X

SEF—The paper is loaded in the short edge orientation. The short edge of the paper enters the printer first.
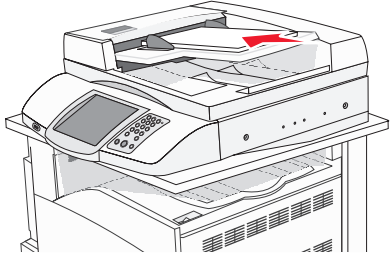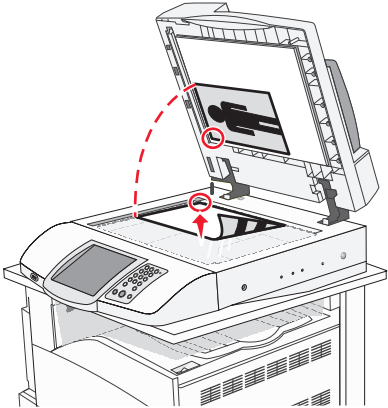
Bi fold—Each page is individually folded and stacked separately.

Booklet fold—A multiple-page job is folded along the center into a single booklet.

Saddle staple—A booklet-fold print job is stapled along the center fold.

Size	Bi fold	Booklet fold	Saddle staple
Envelopes (any size)	X	X	X

SEF—The paper is loaded in the short edge orientation. The short edge of the paper enters the printer first.

Bi fold—Each page is individually folded and stacked separately.

Booklet fold—A multiple-page job is folded along the center into a single booklet.

Saddle staple—A booklet-fold print job is stapled along the center fold.

Copying

ADF	Scanner glass
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Making copies

Making a quick copy

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 From the control panel, press ⊕.

   Note: If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.

4 If you placed the document on the scanner glass, touch **Finish the Job** if you are done.

Copying using the ADF

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.

   The copy screen appears.

4 Change the copy settings as needed.

5 Touch **Copy It**.

Copying using the scanner glass (flatbed)

1 Place an original document facedown on the scanner glass in the upper left corner.

2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.

The copy screen appears.

3 Change the copy settings as needed.

4 Touch **Copy It**.

5 Place the next document on the scanner glass, and then touch **Scan Next** if you have more pages to scan, or touch **Finish the Job** if you are done.

Touching Finish the Job returns the printer to the copy screen.

Copying photos

1 Place a photo facedown on the scanner glass (flatbed) in the upper left corner.

2 On the home screen, touch **Copy**.

3 Touch **Options**.

4 Touch **Content**.

5 Touch **Photograph**.

6 Touch **Copy It**.

7 Touch **Scan Next** or **Done**.

Copying on specialty media

Making transparencies

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then identify the size of the original document.

5 Touch **Copy to**, and then touch the tray that contains transparencies, or touch **Multipurpose Feeder** and place transparencies in the multipurpose feeder.

6 Touch **Copy It**.

Copying to letterhead

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then identify the size of the original document.

5 Touch **Copy to**, and then touch the tray that contains letterhead.

> **Note:** If you do not see Letterhead as an option, load letterhead in the multipurpose feeder, and then touch Multipurpose Feeder.

6 Touch **Copy It**.

Customizing copy settings

Copying from one size to another

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then identify the size of the original document.

5 Touch **Copy to**, and then select the size you want the copy to be.

> **Note:** If you select a paper size that is different from the "Copy from" size, the printer will scale the size automatically.

6 Touch **Copy It**.

Making copies using paper from a selected tray

During the copy process, you can select the tray that contains the paper type of choice. For example, if specialty media is located in the multipurpose feeder, and you want to make copies on that media:

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then identify the size of the original document.

5 Touch **Copy to**, and then touch Manual Feeder or the tray that contains the paper type you want.

6 Touch **Copy It**.

Copying a document that contains mixed paper sizes

Use the ADF to copy an original document that contains mixed paper sizes. Depending on the paper sizes loaded and the "Copy to" and "Copy from" settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

Example 1: Copying to mixed paper sizes

The printer has two paper trays, one tray loaded with letter-size paper and the other with legal-size paper. A document that contains letter- and legal-size pages needs to be copied.

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then touch **Mixed Sizes**.

5 Touch **Copy to**, and then touch **Auto Size Match**.

6 Touch **Copy It**.

   The scanner identifies the mixed paper sizes as they scan. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying to a single paper size

The printer has one paper tray, loaded with letter-size paper. A document that contains letter- and legal-size pages needs to be copied.

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then touch **Mixed Letter/Legal**.

5 Touch **Copy to**, and then touch **Letter**.

6 Touch **Copy It**.

   The scanner identifies the mixed paper sizes as they scan and then scales the legal-size pages to print on letter-size paper.

Copying on both sides of the paper (duplexing)

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 From the Sides (Duplex) area, touch the button that looks the way you want your copies duplexed.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

5 Touch **Copy It**.

Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 From the Scale area, touch or to enlarge or reduce your output.

Touching "Copy to" or "Copy from" after setting Scale manually changes the scale value back to Auto.

5 Touch **Copy It**.

Adjusting copy quality

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Content**.

6 Touch the button that best represents what you are copying:

- **Text**—Used for original documents that are mostly text or line art
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Used when the original document is a high-quality photograph or inkjet print
- **Printed Image**—Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper that are composed primarily of images

7 Touch **Copy It**.

Collating copies

If you print multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

Collated   **Not collated**

By default, Collate is set to On. If you do not want to collate your copies, change the setting to Off.

To turn collation off:

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Use the keypad to enter the number of copies.

5 Touch **Off** if you do not want your copies collated.

6 Touch **Copy It**.

Placing separator sheets between copies

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Separator Sheets**.

   Note: Collation must be On for the separator sheets to be placed between copies. If Collation is Off, the separator sheets are added to the end of the print job.

6 Select one of the following:

   - Between pages
   - Between copies
   - Between jobs

7 Touch **Done**.

8 Touch **Copy It**.

Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The Paper Size must be set to Letter, Legal, A4, or B5 JIS.
- The Copy Size must be set to 100%.

1 Load an original document faceup and short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Select a duplex setting.

5 Touch **Options**.

6 Touch **Paper Saver**.

7 Select the output you want.

For example, if you have four portrait-oriented original documents that you want copied to the same side of one sheet, touch **4 on 1 Portrait**.

8 Touch **Print Page Borders** if you want a box drawn around each page of the copies.

9 Touch **Done**.

10 Touch **Copy It**.

Creating a custom job (job build)

The custom job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, a set consists of one page.
- If you scan multiple pages using the ADF, a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, a set consists of one page.

For example:

1 Load an original document in the ADF faceup, short edge first.

2 Adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Custom Job**.

6 Touch **On**.

7 Touch **Done**.

8 Touch **Copy It**.

When the end of a set is reached, the scan screen appears.

9 Load the next document faceup, short-edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**.

   Note: If required, change the job settings.

10 If you have another document to scan, load the next document faceup, short-edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**. Otherwise, touch **Finish the job**.

Job interrupt

Job interrupt pauses the current print job and lets you print copies.

Note: The Job Interrupt setting must be On for this feature to function.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 From the control panel, press ⊕.

   Note: If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.

4 If you placed the document on the scanner glass, touch **Finish the Job** if you are done.

Placing information on copies

Placing the date and time at the top of each page

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Date/Time Stamp**.

6 Touch **On**.

7 Touch **Done**.

8 Touch **Copy It**.

Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, or Draft. To place a message on the copies:

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Overlay**.

6 Touch the button containing the overlay you want to use.

7 Touch **Done**.

8 Touch **Copy It**.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. The ADF clears all pages in the ADF and cancels the job.

Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while the pages are being printed

1 Touch **Cancel Job** on the touch screen, or press ⊗ on the keypad.

2 Touch the job you want to cancel.

3 Touch **Delete Selected Jobs**.

> The remaining print job is canceled. The home screen appears.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the size of the documents you are going to copy.

- Touch a paper size button to select it as the "Copy from" setting. The copy screen appears with your new setting displayed.
- When "Copy from" is set to Mixed Sizes, you can copy an original document that contains mixed paper sizes (letter-and legal-size pages).
- When "Copy from" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Copy to

This option opens a screen where you can enter the size and type of paper on which your copies will be printed.

- Touch a paper size button to select it as the "Copy to" setting. The copy screen appears with your new setting displayed.
- If the size settings for "Copy from" and "Copy to" are different, the printer automatically adjusts the Scale setting to accommodate the difference.
- If the type or size of paper that you want to copy onto is not loaded in one of the trays, touch **Manual Feeder**, and manually send the paper through the multipurpose feeder.
- When "Copy to" is set to Auto Size Match, each copy matches the size of the original document. If a matching paper size is not in one of the trays, the printer scales each copy to fit loaded paper.

Scale

This option creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as from legal-size to letter-size paper, setting the "Copy from" and "Copy to" paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch ◄ to decrease the value by 1%; touch ▸ to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Color

Touching the Color button tells the printer to copy the original document in color.

Photo

Touching the Photo button tells the printer to pay extra attention to shading or tones.

Note: To copy a color image, make sure the color button is also selected.

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Note: For two-sided output, you must have a duplex unit attached to the printer.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Options

Touching the Options button opens a screen where you can change Paper Saver, Advanced Imaging, Separator Sheets, Margin Shift, Edge Erase, Date/Time Stamp, Overlay, Content, and Advanced Duplex settings.

Paper Saver

This option lets you print two or more sheets of an original document together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching Print Page Borders adds or removes the outline border surrounding the original document pages on the output page.

Create Booklet

This option creates a sequence of collated output that, when folded or folded and stapled, forms a booklet half the page size of the original document and with all the pages in order.

Note: To use Create Booklet, you must have a duplex unit attached to the printer.

Advanced Imaging

This option lets you adjust Background Removal, Contrast, Shadow Detail, Scan Edge to Edge, Color Balance, and mirror image before you copy the document.

Custom Job (Job Build)

This option combines multiple scanning jobs into a single job.

Separator Sheets

This option places a blank piece of paper between copies, pages, and print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Margin Shift

This option increases the size of the margin a specified distance. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, the copy will be cropped.

Edge Erase

This option eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the selected area, leaving nothing printed on that portion of the paper.

Date/Time Stamp

This option turns the Date/Time Stamp on and prints the date and time at the top of every page.

Overlay

This option creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft. The word you pick will appear, faintly, in large print across each page.

Note: A custom overlay can be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

Content

This option enhances copy quality. Choose from Text, Text/Photo, Photograph, or Printed Image.

- **Text**—Use this setting when copying original documents that are mostly text or line art.
- **Text/Photo**—Use this setting when copying original documents that are a mixture of text and graphics or pictures.
- **Photograph**—Use this setting when copying an original document that is a high-quality photograph or inkjet print.
- **Printed Image**—Use this setting when copying halftone photographs, documents printed on a laser printer, or pages from a magazine or newspaper.

- **Color**—Use this setting to copy the original document in color.
- **Gray**—Use this setting to copy the original document in grayscale.
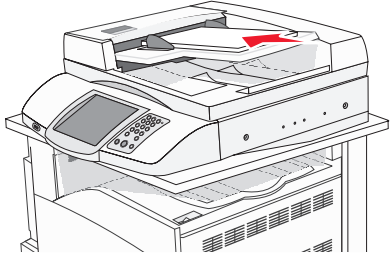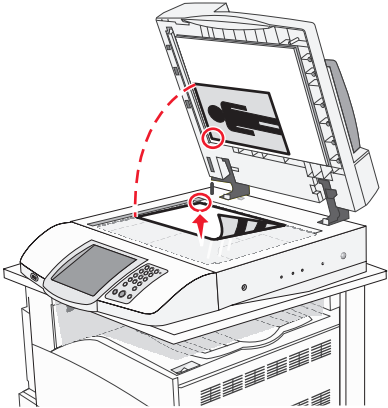
Advanced Duplex

This option controls whether the documents are one-sided or two-sided, what orientation your original documents have, and how your documents are bound.

Improving copy quality

Question	Tip
When should I use Text mode?	• Use text mode when text preservation is the main goal of the copy, and preserving images copied from the original document is not a concern. • Text mode is recommended for receipts, carbon copy forms, and documents that contain only text or fine line art.
When should I use Text/Photo mode?	• Use Text/Photo mode when copying an original document that contains a mixture of text and graphics. • Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Printed Image mode?	Use Printed Image mode when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper
When should I use Photograph mode?	Use Photograph mode when the original document is a high-quality photograph or inkjet print.

E-mailing

ADF	Scanner glass
Use the ADF for multiple-page documents.	
	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

You can use the printer to e-mail scanned documents to one or more recipients. There are four ways to send and e-mail from the printer. You can type the e-mail address, use a shortcut number, use the address book, or use a profile.

Getting ready to e-mail

Setting up the e-mail function

For e-mail to operate, it must be turned on in the printer configuration and have a valid IP address or gateway address. To set up the e-mail function:

1 Open a Web browser.

2 In the address bar, type the IP address of the printer and, then press **Enter**.

3 Click **Configuration**.

4 Click **E-mail/FTP Settings**.

5 Click **E-mail Server Setup**.

6 Fill in the fields with the appropriate information.

7 Click **Submit**.

Setting up the address book

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **E-mail/FTP Settings**.

5 Click **Manage E-mail Shortcuts**.

6 Fill in the fields with the appropriate information.

7 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Manage Destinations**.

   Note: You may be asked to enter a password. If you do not have an ID and password, get one from your system support person.

5 Click **E-mail Destination Setup**.

6 Type a unique name for the recipient, and then enter the e-mail address.

   Note: If you are entering multiple addresses, separate each address with a comma (,).

7 Select the scan settings (Format, Content, Color, and Resolution).

8 Enter a shortcut number, and then click **Add**.

   If you enter a number that is already in use, you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1 On the home screen, touch **E-mail**.

2 Type the recipient's e-mail address.

   To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

3 Touch **Save as Shortcut**.

4 Type a unique name for the shortcut.

5 Verify the shortcut name and number are correct, and then touch **OK**.

   If the name or number is incorrect, touch **Cancel**, and then reenter the information.

E-mailing a document

Sending an e-mail using the keypad

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Enter the e-mail address or shortcut number.

To enter additional recipients, press **Next Address**, and then enter the address or shortcut number you want to add.

5 Touch **E-mail It**.

Sending an e-mail using a shortcut number

For information on creating shortcuts, see the section in this chapter on creating shortcuts.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 Press **#**, and then enter the recipient's shortcut number.

To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add.

4 Touch **E-mail It**.

Sending an e-mail using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Touch **Search Address Book**.

5 Enter the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To: box.

To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add; or search the address book.

7 Touch **E-mail It**.

E-mailing color documents

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Type an e-mail address.

5 Touch **Options**.

6 Touch **Color**.

7 Touch **E-mail It**.

Using profiles

Creating an e-mail profile

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **E-mail/FTP Settings**.

5 Click **Manage E-mail Shortcuts**.

6 Fill in the fields with the appropriate information.

7 Click **Add**.

E-mailing to a profile

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Held Jobs**.

4 Touch **Profiles**.

5 Select an e-mail destination from the profile list.

6 Touch **E-mail It**.

Customizing e-mail settings

Adding e-mail subject and message information

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Type an e-mail address.

5 Touch **Options**.

6 Touch **Subject**.

7 Type the e-mail subject.

8 Touch **Done**.

9 Touch **Message**.

10 Type an e-mail message.

11 Touch **Done**.

12 Touch **E-mail It**.

Changing the output file type

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Type an e-mail address.

5 Touch **Options**.

6 Touch the button that represents the file type you want to send.
- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Encrypted PDF**—Creates an encrypted PDF file that protects the files contents from unauthorized access.
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Creates and attaches a separate file for each page of your original document, and is viewable by most Web browsers and graphics programs.

7 Touch **E-mail It**.

Note: If you selected Encrypted PDF, enter your password twice.

Canceling an e-mail
- When using the ADF, touch **Cancel** while `Scanning…` appears.
- When using the scanner glass (flatbed), touch **Cancel** while `Scanning…` appears or while `Scan the Next Page / Finish the Job` appears.

Understanding e-mail options

Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.
- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with your new setting displayed.
- When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

Binding

Tells the printer whether the original document is bound on the long-edge or short-edge side.

E-mail Subject

This option lets you enter a subject line for your e-mail. You can enter up to 255 characters.

E-mail Message

This option lets you enter a message that will be sent with your scanned attachment.

Resolution

Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

Send As

This option sets the output (PDF, TIFF, or JPEG) for the scanned image.

- **PDF**—Output is a single file.
- **TIFF**—Output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then the output is a series of one-page files.
- **JPEG**—Each page of the output is saved in a separate one-page file. When multiple pages are scanned, the output is a series of one-page files.
- **Encrypted PDF**—Creates an encrypted PDF file that protects the files contents from unauthorized access.

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the e-mail. Color documents can be scanned and sent to an e-mail address.
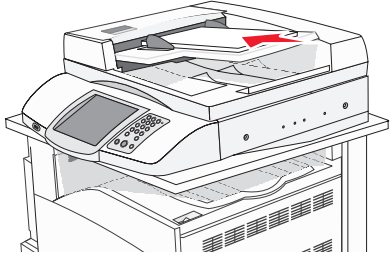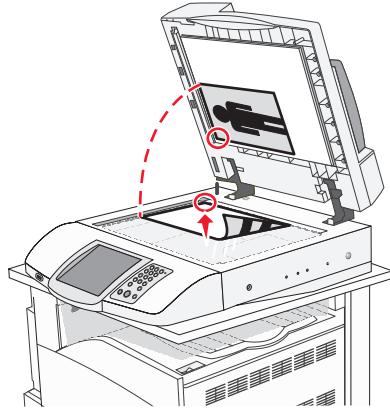
Advanced Options

Touching this button opens a screen where you change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Darkness settings.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you copy the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays the first pages of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.
- **Darkness**—Adjusts how light or dark your scanned e-mails will turn out.

Faxing

ADF	Scanner glass
Use the ADF for multiple-page documents.	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

Getting the printer ready to fax

The following connection methods may not be applicable in all countries or regions.

CAUTION: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm.

Choosing a fax connection

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem.

Note: The printer is an analog device that works best when directly connected to the wall jack. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required.

You *do not* need to attach the printer to a computer, but you *do* need to connect it to a telephone line to send and receive faxes.

You can connect the printer to other equipment. See the following table to determine the best way to set up the printer.

Equipment	Benefits
• The printer • A telephone cord	Send and receive faxes without using a computer.
• The printer • A telephone • Two telephone cords	• Use the fax line as a normal telephone line. • Send and receive faxes without using a computer.

Equipment	Benefits
• The printer • A telephone • An answering machine • Three telephone cords	Receive both incoming voice messages and faxes.
• The printer • A telephone • A computer modem • Three telephone cords	Send faxes using the computer or the printer.

Using an RJ11 adapter

Country/region

- United Kingdom
- Ireland
- Finland
- Norway
- Denmark

- Italy
- Sweden
- Netherlands
- France
- Portugal

To connect your printer to an answering machine, telephone, or other telecommunications equipment, use the telephone line adapter included in the box with the printer in some countries or regions.

Note: If you have DSL, do not connect the printer using a splitter because the fax feature may not work correctly.

1 Connect the adapter to the telephone cord that came with the printer.
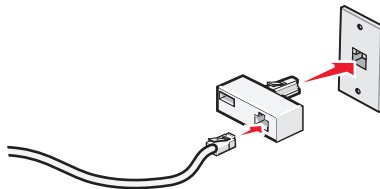
Note: The UK adapter is shown. Your adapter may look different, but it will fit the telephone outlet used in your location.

2 Connect the telephone line of your chosen telecommunications equipment to the left outlet of the adapter.
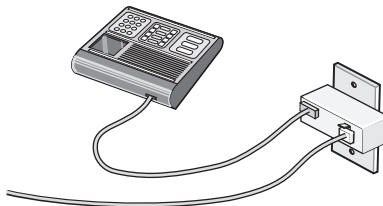
If your telecommunications equipment uses a US-style (RJ11) telephone line, follow these steps to connect the equipment:

1 Remove the plug from the EXT port 📞 on the back of the printer.
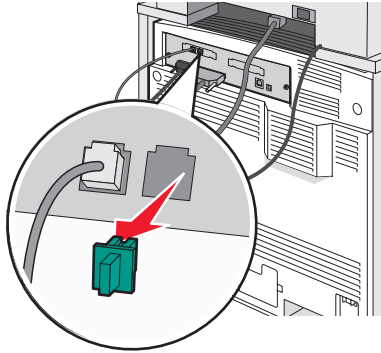
Note: Once this plug is removed, any country- or region-specific equipment you connect to the printer by way of the adapter, as shown, will not function properly.
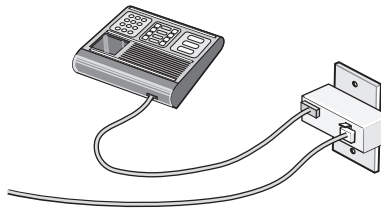
2 Connect your telecommunications equipment directly to the EXT port 📞 on the back of the printer.
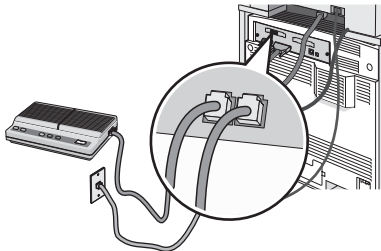
Warning: Do not touch cables or the printer in the area shown while actively sending or receiving a fax.

Country/region

- Saudi Arabia
- United Arab Emirates
- Egypt
- Bulgaria
- Czech Republic
- Belgium
- Australia
- South Africa
- Greece

- Israel
- Hungary
- Poland
- Romania
- Russia
- Slovenia
- Spain
- Turkey

To connect a telephone, an answering machine, or other telecommunications equipment to the printer:

1 Remove the plug from the back of the printer.
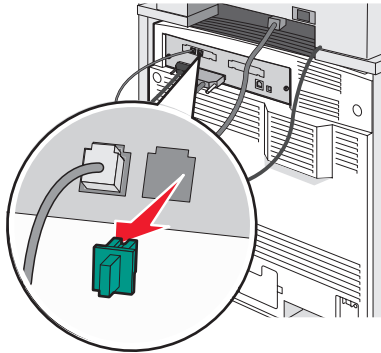
2 Connect your telecommunications equipment directly to the EXT port 📞 on the back of the printer.
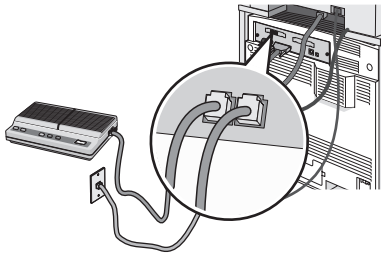
Note: Once this plug is removed, any country- or region-specific equipment that you connect to the printer by way of the adapter, as shown, will not function properly.
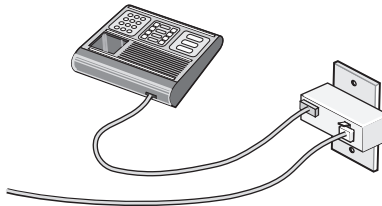
Country/region

- Germany
- Austria
- Switzerland

There is a plug installed in the EXT port ☏ of the printer. This plug is necessary for the proper functioning of the printer.
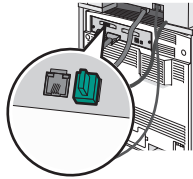
Note: Do not remove the plug. If you remove it, other telecommunications devices in your home (such as telephones or answering machines) may not work.

Connecting directly to a telephone wall jack in Germany

Connect the printer directly to a telephone wall jack to send and receive faxes without using a computer.

Note: In Germany (and some other countries), the printer ships with a special RJ-11 plug in the EXT port. Do not remove the RJ-11 plug. It is required for both the fax and telephone to work properly.

1 Make sure you have a telephone cord (provided with the product) and a telephone wall jack.

2 Connect one end of the telephone cord into the LINE port of the printer.
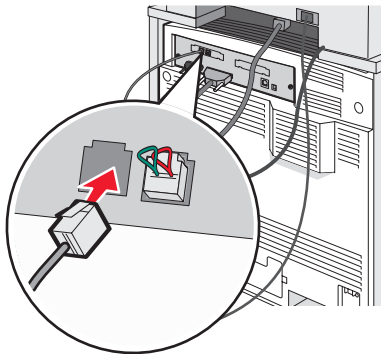
3 Connect the other end of the telephone cord into the N slot of an active telephone wall jack.
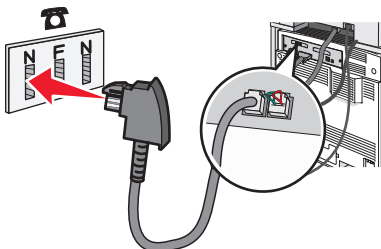
4 If you would like to use the same line for both fax and telephone communication, connect a second telephone line (not provided) between the telephone and the F slot of an active telephone wall jack.
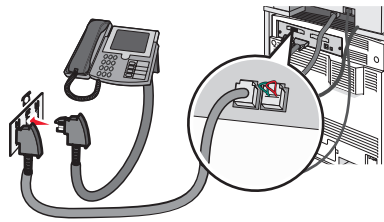
5 If you would like to use the same line for recording messages on your answering machine, connect a second telephone line (not provided) between the answering machine and the other N slot of the telephone wall jack.
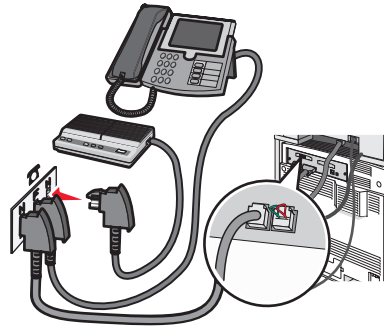
Connecting to a telephone

Connect a telephone to the printer to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or to send and receive faxes without using a computer.

Note: Setup steps may vary depending on your country or region.

1 Make sure you have the following:

- A telephone
- Two telephone cords
- A telephone wall jack

2 Connect one telephone cord to the LINE port of the printer, and then plug it into an active telephone wall jack.
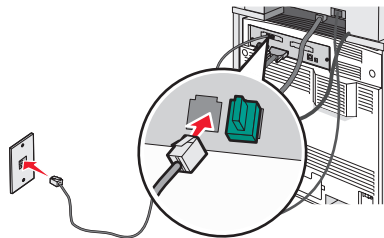
3 Remove the protective plug from the EXT port 📞 of the printer.
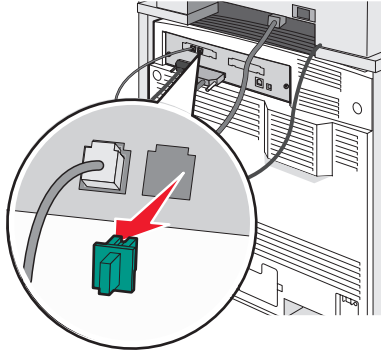
4 Connect the other telephone cord to a telephone, and then plug it into the EXT port 📞 of the printer.
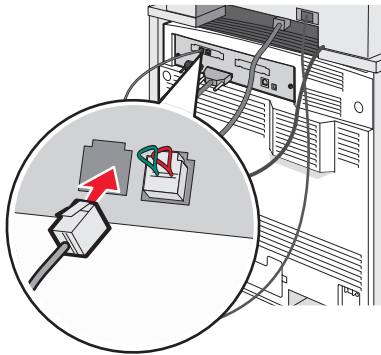
Connecting to an answering machine

Connect an answering machine to the printer to receive both incoming voice messages and faxes.

Note: Setup steps may vary depending on your country or region.

1 Make sure you have the following:

- A telephone
- An answering machine
- Three telephone cords
- A telephone wall jack

2 Connect one telephone cord into the LINE port 📄 of the printer, and then plug it into an active telephone wall jack.
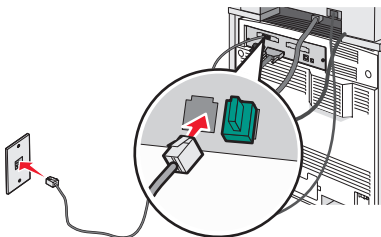
3 Remove the protective plug from the EXT port 📞 of the printer.
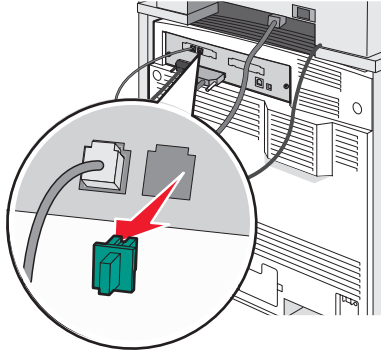
4 Connect a second telephone cord from the telephone to the answering machine.
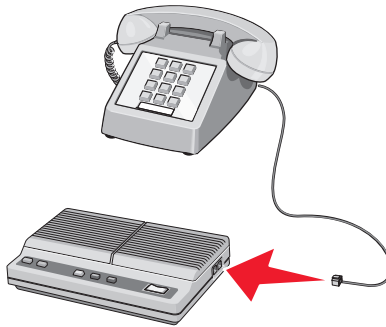
5 Connect a third telephone cord from the answering machine to the EXT port 📞 of the printer.
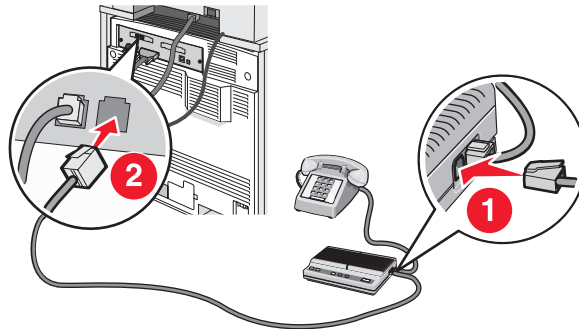
Connecting to a computer with a modem

Connect the printer to a computer with a modem to send faxes from the software program.

Note: Setup steps may vary depending on your country or region.

1 Make sure you have the following:

- A telephone
- A computer with a modem
- Three telephone cords
- A telephone wall jack

2 Connect a telephone cord into the LINE ⬛ port of the printer, and then plug it into an active telephone wall jack.
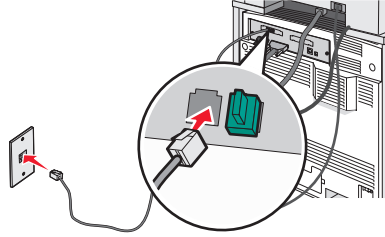
3 Remove the protective plug from the EXT port 📞 of the printer.
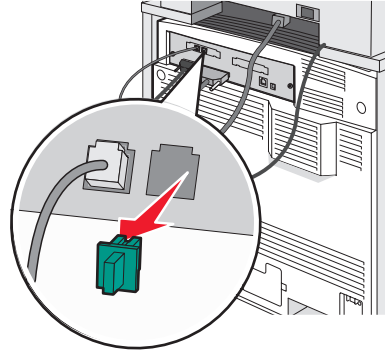
4 Connect a second telephone cord from the telephone to the computer modem.
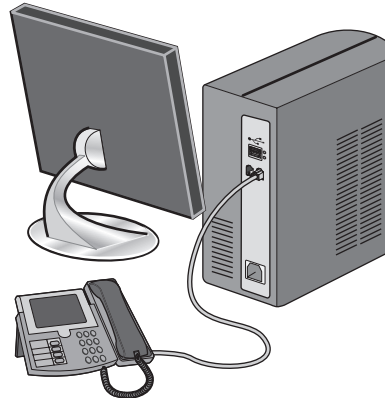
5 Connect a third telephone cord from the computer modem to the EXT port 📞 of the printer.
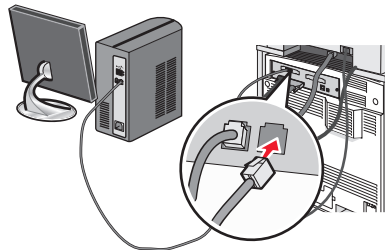
Setting the outgoing fax name and number

To have the designated fax name and fax number printed on outgoing faxes:

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Fax Settings**.

5 Click **Analog Fax Setup**.

6 Click inside the Station Name box, and then enter the name to be printed on all outgoing faxes.

7 Click inside the Station Number box, and then enter the printer fax number.

8 Click **Submit**.

Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, you may have to reset the date and time. To set the date and time:

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Set Date and Time**.

5 Click inside the Set Date & Time box, and then enter the current date and time.

6 Click **Submit**.

Turning daylight saving time on or off

The printer can be set to automatically adjust for daylight saving time:

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Set Date and Time**.

5 In the Daylight Savings box, click on one of the following:
   Yes turns daylight saving on.
   No turns daylight saving off.

6 Click **Submit**.

Sending a fax

Sending a fax using the control panel

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Enter the fax number or a shortcut using the touch screen or keypad.

   To add recipients, touch **Next Number**, and then type the recipient's telephone number or shortcut number, or search the address book.

   Note: To place a dial pause within a fax number, press ⏸. The dial pause appears as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

Sending a fax using the computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software programs.

1 From your software program, click **File → Print**.

2 From the Print window, select your printer, and then click **Properties**.

   Note: In order to perform this function from your computer, you must use the PostScript printer driver for your printer.

3 Choose the **Other Options** tab, and then click **Fax**.

4 Click **OK**, and then click **OK** again.

5 On the Fax screen, type the name and number of the fax recipient.

6 Click **Send**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Manage Destinations**.

   Note: A password may be required. If you do not have an ID and password, get one from your system support person.

5 Click **Fax Shortcut Setup**.

6 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

7 Assign a shortcut number.

If you enter a number that is already in use, you are prompted to select another number.

8 Click **Add**.

Creating a fax destination shortcut using the touch screen

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Enter the fax number.

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

5 Touch **Save as Shortcut**.

6 Verify the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, touch **Cancel**, and reenter the information.

If you enter a number that is already in use, you are prompted to select another number.

7 Touch **Fax It**.

Using shortcuts and the address book

Using fax destination shortcuts

Fax destination shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. Permanent fax destinations or speed dial numbers are created in the Manage Destinations link located under the Configuration tab on the Embedded Web Server. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax destination with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

For information on creating shortcuts, see the section in this chapter on creating shortcuts.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 Press **#**, and then type the shortcut number.

Using the address book

Note: If the address book feature is not enabled, contact your system support person.

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Touch **Search Address Book**.

5 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find. (Do not attempt to search for multiple names at the same time.)

6 Touch **Search**.

7 Touch the name to add it to the Fax to: list.

8 Repeat steps 4 through 7 to enter additional addresses.

9 Touch **Fax It**.

Customizing fax settings

Changing the fax resolution

Adjusting the resolution setting changes the quality of the fax. Settings range from Standard (fastest speed) to Ultra Fine (slowest speed, best quality).

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Use the keypad to enter the fax number.

5 Touch **Options**.

6 Touch the button that represents the resolution you want.

7 Touch **Fax It**.

Making a fax lighter or darker

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Use the keypad to enter the fax number.

5 Touch **Options**.

6 From the Darkness area, touch ◀ to reduce the darkness of the fax, or touch ▶ to increase the darkness of the fax.

7 Touch **Fax It**.

Sending a fax at a scheduled time

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Enter the fax number using the numbers on the touch screen or keypad.

5 Touch **Options**.

6 Touch **Advanced Options**.

7 Touch **Delayed Send**.

Note: If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

8 Touch ◀ to reduce the time or ✛ to increase the time the fax will be transmitted.

The time is increased or decreased in increments of 30 minutes. If the current time is shown, the left arrow is grayed out.

9 Touch **Done**.

10 Touch **Fax it**.

Note: The document will scanned and then faxed at the scheduled time.

Viewing a fax log

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Reports**.

4 Click **Fax Settings**.

5 Click **Fax Job Log** or **Fax Call Log**.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel** while `Scanning…` appears.
- When using the scanner glass (flatbed), touch **Cancel** while `Scanning…` appears or while `Scan the Next Page / Finish the Job` appears.

Canceling a fax after the original documents have been scanned to memory

1 On the home screen, touch **Cancel Jobs**.

The Cancel Jobs screen appears.

2 Touch the job or jobs you want to cancel.

Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

3 Touch **Delete Selected Jobs**.

The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Understanding fax options

Original Size

This option opens a screen where you can choose the size of the documents you are going to fax.

- Touch a paper size button to select that size as the Original Size setting. The fax screen appears with your new setting displayed.
- When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scan.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the fax.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine**—Recommended for documents with small print
- **Super fine**—Recommended for original documents with fine detail
- **Ultra fine**—Recommended for documents with pictures or photos

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Advanced Options

Touching this button opens a screen where you can change Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Advanced Duplex settings.

- **Delayed Send**—Lets you send a fax at a later time or date. After setting up your fax, touch **Delayed Send**, enter the time and date you would like to send your fax, and then touch **Done**. This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

  Note: If the printer is turned off when the delayed fax is scheduled to be sent, the fax is sent the next time the printer is turned on.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you fax the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays the image before it is included in the fax. When the first page is scanned, the scanning is paused, and a preview image appears.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.
- **Advanced Duplex**—Controls how many sides and what orientation an original document has, and whether original documents are bound along the long edge or the short edge.

Improving fax quality

Question	Tip
When should I use Text mode?	• Use Text mode when text preservation is the main goal of the fax, and preserving images copied from the original document is not a concern. • Text mode is recommended for faxing receipts, carbon copy forms, and documents that contain only text or fine line art.
When should I use Text/Photo mode?	• Use Text/Photo mode when faxing an original document that contains a mixture of text and graphics. • Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Use Photo mode when faxing photos printed on a laser printer or taken from a magazine or newspaper.

Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Fax Settings**.

5 Click **Analog Fax Setup**.

6 Click **Holding Faxes**.

7 Enter a password in the Print Faxes Password box.

8 In the Held Fax Mode box, click one of the following:

- Off
- Always On
- Manual
- Scheduled

9 If you selected Scheduled, continue with the following steps. Otherwise, go to step 10.

   a Click **Fax Holding Schedule**.

   b In the action box, click **Hold faxes**.

   c In the time box, click the time you want the held faxes released.

   d In the Day(s) box, click the day you want the held faxes released.

10 Click **Add**.
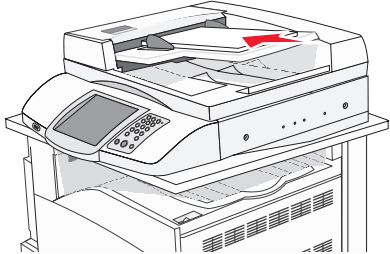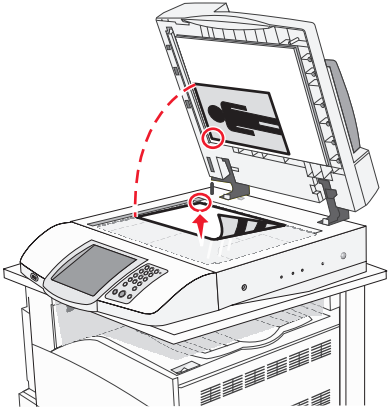
Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Fax Settings**.

5 Click **Analog Fax Setup**.

6 Click inside the **Fax Forwarding** box, and then select one of the following:

- Print
- Print and Forward
- Forward

7 Click inside the **Forward to** box, and then select one of the following:

- Fax
- E-mail
- FTP
- LDSS

8 Click inside the **Forward to Shortcut** box, and then enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be a valid shortcut number for the setting that was selected in the "Forward to" box.

9 Click **Submit**.

Scanning to an FTP address

ADF	Scanner glass
Use the ADF for multiple-page documents.	
	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

The scanner lets you scan documents directly to a *File Transfer Protocol (FTP)* server. Only one FTP address may be sent to the server at a time.

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number, or it is listed as a profile under the Held Jobs icon. An FTP destination could also be another PostScript printer; for example, a color document can be scanned and then sent to a color printer. Sending a document to an FTP server is similar to sending a fax. The difference is that you are sending the information over your network instead of over the phone line.

Scanning to an FTP address

Scanning to an FTP address using the keypad

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **FTP**.

4 Type the FTP address.

5 Touch **Send It**.

Scanning to an FTP address using a shortcut number

For information on creating shortcuts, see the section in this chapter on creating shortcuts.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 Press **#**, and then enter the FTP shortcut number.

4 Touch **Send It**.

Scanning to an FTP address using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **FTP**.

4 Touch **Search Address Book**.

5 Type the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To: field.

7 Touch **Send It**.

Creating shortcuts

Instead of entering the entire FTP site address on the control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using a computer or using the printer touch screen.

Creating an FTP destination shortcut using the Embedded Web Server

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Manage Destinations**.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

5 Click **FTP Shortcut Setup**.

6 Enter the appropriate information into the boxes.

7 Enter a shortcut number.

If you enter a number that is already in use, you are prompted to select another number.

8 Click **Add**.

Creating an FTP destination shortcut using the touch screen

1 On the home screen, touch **FTP**.

2 Type the address of the FTP site.

3 Touch **Save as Shortcut**.

4 Type a unique name for the shortcut.

Understanding FTP options

Original Size

This option opens a screen where you can choose the size of the documents you are going to copy.

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with your new setting displayed.
- When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document.

Binding

Tells the printer whether the original document is bound on the long-edge or short-edge side.

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Send As

This option sets the output (PDF, TIFF, or JPEG) for the scanned image.

- **PDF**—Output is a single file.
- **TIFF**—Output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then the output is a series of one-page files.
- **JPEG**—Each page of the output is saved in a separate one-page file. When multiple pages are scanned, the output is a series of one-page files.
- **Encrypted PDF**—Creates an encrypted PDF file that protects the files contents from unauthorized access.

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your FTP file.

- **Text**—Emphasize sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the FTP file. Color documents can be scanned and sent to an FTP site, computer, e-mail address, or the printer.

Advanced Options
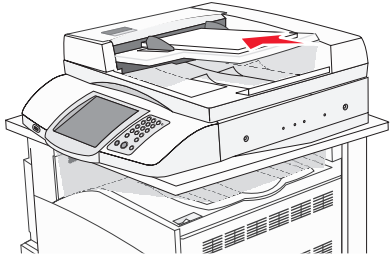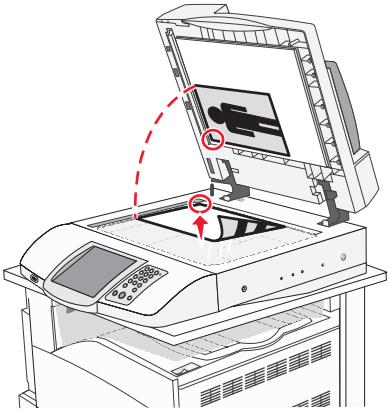
Touching this button opens a screen where you can change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Darkness settings.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Shadow Detail, and Mirror Image before you scan the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays the first pages of an image before it is included in the FTP file. When the first page is scanned, the scanning is paused and a preview image appears.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.
- **Darkness**—Adjusts how light or dark your scanned documents will turn out

Improving FTP quality

Question	Tip
When should I use Text mode?	• Use Text mode when text preservation is the main goal of sending a document to an FTP site, and preserving images copied from the original document is not a concern. • Text mode is recommended for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Use Text/Photo mode when sending a document to an FTP site that contains a mixture of text and graphics. • Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Use Photo mode when the original document is composed mostly of photos printed on a laser printer or taken from a magazine or newspaper.

Scanning to a computer or USB flash memory device

ADF	Scanner glass
Use the ADF for multiple-page documents.	
	Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).

The scanner lets you scan documents directly to a computer or a USB flash memory device. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

Scanning to a computer

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 If the Java applet screen appears, click **Yes**.

4 Click **Scan Profile**.

5 Click **Create Scan Profile**.

6 Select your scan settings, and then click **Next**.

7 Select a location on your computer where you want to save the scanned output file.

8 Enter a profile name.

   The profile name is the name that appears in the Scan Profile list on the display.

9 Click **Submit**.

10 Review the instructions on the Scan to PC screen.

A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.

a Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

b If you are loading a document into the ADF, adjust the paper guides.

c Press **#**, followed by the shortcut number on the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

d After you enter the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, locate your shortcut on the list.

11 Return to the computer to view the file.

The output file is saved in the location you specified or launched in the program you specified.

Scanning to a USB flash memory device

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 Insert the USB flash memory device into the USB direct interface on the front of the printer.

The Held Jobs screen appears.

4 Touch **Scan to USB drive**.

5 Select the scan settings.

6 Touch **Scan It**.

Understanding scan to computer options

Quick Setup

This option lets you select preset formats or customize the scan job settings. You can select one of these settings:

Custom	Photo - Color JPEG
Text - BW PDF	Photo - Color TIFF
Text - BW TIFF	Text/Photo - BW PDF Text/Photo - Color PDF

To customize the scan job settings, from the Quick Setup menu, select **Custom**. Then change the scan settings as needed.

Format Type

This option sets the output (PDF, TIFF, or JPEG) for the scanned image.

- **PDF**—Output is a single file.
- **TIFF**—Output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then the output is a series of one-page files.

- **JPEG**—Each page of the output is saved in a separate one-page file. When multiple pages are scanned, the output is a series of one-page files.

Compression

This option sets the format used to compress the scanned output file.

Default Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scanned file.

Text—Emphasizes sharp, black, high-resolution text against a clean, white background

Text/Photo—Used when the original documents are a mixture of text and graphics or pictures

Photo—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Color

This option tells the printer the color of the original documents. You can select Gray, BW (Black and White), or Color.

Original Size

This option opens a screen where you can choose the size of the documents you are going to scan.

- Touch a paper size button to select that size as the Original Size setting. The scan screen appears with your new setting displayed.
- When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

Sides (Duplex)

This option informs the printer if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Advanced Imaging

This option lets you adjust Color Balance, Background Removal, Contrast, and Shadow Detail before you scan the document.

- **Color Balance**—Adjusts hue shifts in the color output. Touch ▶ to increase the color value, or touch ◀ to decrease the color value.
- **Background Removal**—Adjusts the white portion of the output. Touch ▶ to increase the white portion, or touch ◀ to decrease the white portion.

- **Contrast**—Touch ▶ to increase the contrast, or touch ◀ to decrease the contrast.
- **Shadow Detail**—Touch ▶ to increase the visible detail in the shadows, or touch ◀ to decrease the visible detail in the shadows.

Improving scan quality

Question	Tip
When should I use Text mode?	- Use Text mode when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern. - Text mode is recommended for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	- Use Text/Photo mode when scanning an original document that contains a mixture of text and graphics. - Text/Photo mode is recommended for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Use Photo mode when scanning photos printed on a laser printer or taken from a magazine or newspaper.

Printing

This chapter covers printing, printer reports, and job cancellation. Selection and handling of paper and specialty media can affect how reliably documents print. For more information, see "Avoiding jams" and "Storing print media."

Installing printer software

A printer driver is software that lets the computer communicate with the printer. The printer software is typically installed during the initial printer setup. For more information, see the *Setup* sheet or *Setup Guide* that shipped with the printer or click **Install printer and software** on the *Software and Documentation* CD.

When **Print** is chosen from a software application, a dialog representing the printer driver opens. Click **Properties**, **Preferences**, **Options**, or **Setup** from the initial Print dialog to open Print Properties and see all of the available printer settings that may be changed. If a feature in Print Properties is unfamiliar, open the online Help for more information.

Note: Print settings selected from the driver override the default settings selected from the control panel.

Printing a document

Printing a document from Windows

1 With a document open, click **File ➜ Print**.

2 Click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Adjust the settings.

4 Click **OK**.

5 Click **OK** or **Print**.

Printing a document from a Macintosh computer

1 With a document open, choose **File ➜ Print**.

2 From the Copies & Pages or General pop-up menu, adjust the settings.

3 Click **OK** or **Print**.

Printing confidential and other held jobs

Holding jobs in the printer

When sending a job to the printer, you can specify in the Print Properties that you want the printer to hold the job in memory until you start the job from the control panel. All print jobs that can be initiated by the user at the printer are called *held jobs*.

Note: Confidential, Repeat, Reserve, and Verify print jobs may be deleted if the printer requires extra memory to process additional held jobs.

Job type	Description
Confidential	When you send a Confidential print job to the printer, you must create a PIN in Print Properties. The PIN must be four digits using the numbers 0–9. The job is held in printer memory until you enter the PIN from the control panel and choose to print or delete the job.
Repeat	When you send a Repeat print job, the printer prints all requested copies of the job *and* stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.
Reserve	When you send a Reserve print job, the printer does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu.
Verify	When you send a Verify print job, the printer prints one copy and holds the remaining copies in printer memory. Verify lets you examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the job is automatically deleted from printer memory.

Printing confidential and other held jobs from Windows

1 With a document open, click **File ➙ Print**.

2 Click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Click **Other Options**, and then click **Print and Hold**.

4 Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.

5 Click **OK** or **Print**, and then go to the printer to release the job.

6 On the home screen, touch **Held jobs**.

7 Touch your user name.

Note: A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch ▼ until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.

8 Touch **Confidential Jobs**.

9 Enter your PIN.

10 Touch the job you want to print.

11 Touch **Print**, or touch ➕ to increase the number of copies, and then touch **Print**.

Confidential and Verify print jobs are automatically deleted from memory after they print. Repeat and Reserve jobs continue to be held in the printer until you choose to delete them.

Printing confidential and other held jobs from a Macintosh computer

1 With a document open, choose **File ➙ Print**.

2 From the Copies & Pages or General pop-up menu, choose **Job Routing**.

   a When using Mac OS 9, if Job Routing is not a choice from the pop-up menu, choose **Plug-in Preferences ➙ Print Time Filters**.

   b Turn down the disclosure triangle to the left of **Print Time Filters**, and then choose **Job Routing**.

3 From the radio group, select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.

4 On the home screen, touch **Held jobs**.

5 Touch your user name.

> **Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch ▼ until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.

6 Touch **Confidential Jobs**.

7 Enter your PIN.

8 Touch the job you want to print.

9 Touch **Print**, or touch ▶ to increase the number of copies, and then touch **Print**.

Confidential and Verify print jobs are automatically deleted from memory after they print. Repeat and Reserve jobs continue to be held in the printer until you choose to delete them.

Printing from a USB flash memory device

A USB Direct interface is located on the control panel. Insert a USB flash memory device to print supported file types. Supported file types include: .pdf, .gif, .jpeg, .jpg, .bmp, .png, .tiff, .tif, .pcx, and .dcx.

Many USB flash memory devices are tested and approved for use with the printer. For more information, visit the Lexmark Web site at **www.lexmark.com**.

Notes:

- Hi-Speed USB devices must support the Full-speed standard. Devices supporting only USB Low-speed capabilities are not supported.
- USB devices must support the FAT (*File Allocation Tables*) system. Devices formatted with NTFS (*New Technology File System*) or any other file system are not supported.
- If selecting an encrypted .pdf file, enter the enter the file password from the control panel.
- Before printing an encrypted .pdf file, enter the file password from the control panel.
- You cannot print files for which you do not have printing permissions.

To print from a USB flash memory device:

1 Make sure the printer is on and **Ready** or **Busy** appears.

2 Insert a USB flash memory device into the USB Direct interface.
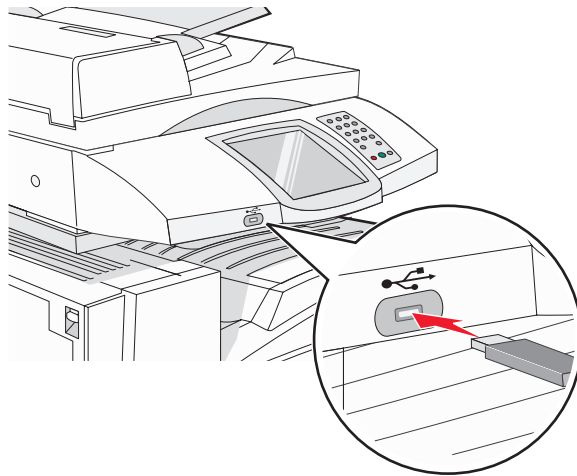
Notes:

- If you insert the memory device when the printer requires attention, such as when a jam has occurred, the printer ignores the memory device.
- If you insert the memory device while the printer is printing other jobs, **Printer Busy** appears. After the other jobs are processed, you may need to view the held jobs list to print documents from the flash memory device.

3 Touch the document you want to print.

Note: Folders found on the flash memory device appear as folders. File names are appended by the extension type (for example, .jpg).

4 Touch ![plus icon] if you want to increase the number of printed copies.

5 Touch **Print**.

Note: Do not remove the USB flash memory device from the USB Direct interface until the document has finished printing.

If you leave the USB flash memory device in the printer after leaving the initial USB menu screen, you can still print .pdf's from the USB flash memory device as held jobs.

Printing information pages

Printing a menu settings page

Print a menu settings page to review the current menu settings and to verify printer options are installed correctly.

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ▣.

3 Touch **Reports**.

4 Touch **Menu Settings Page**.

Printing a network setup page

If the printer is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ▣.

3 Touch **Reports**.

4 Touch **Menu Settings Page**.

Printing a directory list

A directory list shows the resources stored in flash memory or on the hard disk.

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ▣.

3 Touch **Reports**.

4 Touch ▼ repeatedly until **Print Directory** appears.

5 Touch **Print Directory**.

Printing the print quality test pages

Print the print quality test pages to isolate print quality problems.

1 Turn the printer off.

2 Hold down ② and ⑥ while turning the printer on.

3 Release the buttons when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears.

4 Touch ▼ repeatedly until `Print Quality Pages` appears.

5 Touch **Print Quality Pages**.

The print quality test pages print.

6 Touch **Exit Config Menu**.

Canceling a print job

There are several methods for canceling a print job. The following sections explain how to cancel a print job from the control panel or from a computer (depending on the operating system).

Canceling a print job from the control panel

If the job is formatting or already printing, and `Cancel a job` appears on the display, touch **Cancel Job** on the touch screen.

A "Canceling job" screen appears. Once the job is canceled, the home screen appears.

Canceling a print job from the Windows taskbar

When you send a job to print, a small printer icon appears in the right corner of the taskbar.

1 Double-click the printer icon.

   A list of print jobs appears in the printer window.

2 Select a job to cancel.

3 From the keyboard, press **Delete**.

Canceling a print job from the Windows desktop

1 Minimize all programs to reveal the desktop.

2 Double-click the **My Computer** icon.

3 Double-click the **Printers** icon.

4 Double-click the printer icon.

5 Select the job to cancel.

6 From the keyboard, press **Delete**.

Canceling a print job from Mac OS 9

When you send a job to print, the printer icon for your selected printer appears on the desktop.

1 Double-click the printer icon.

   A list of print jobs appears in the printer window.

2 Choose a job to cancel.

3 Click the trash icon.

Canceling a print job from Mac OS X

1 Choose **Applications** → **Utilities**, and then double-click **Print Center** or **Printer Setup Utility**.

2 Double-click the printer you are printing to.

3 From the printer window, select the job to cancel.

4 From the icon bar at the top of the window, click the **Delete** icon.

Printing in black and white

To print all text and graphics using only the black toner cartridge, set the printer to Black Only.

Note: The printer driver is capable of overriding this setting.

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch .

3 Touch **Settings**.

4 Touch ▼ repeatedly until **Quality Menu** appears.

5 Touch ▼ repeatedly until **Print Mode** appears.

6 Touch ▼ repeatedly until **Black Only** appears.

7 Touch **Black Only**.

Using Max Speed and Max Yield

The Max Speed and Max Yield settings allow you to choose between a faster print speed or a higher toner yield. Max Speed is the factory default setting.

- **Max Speed**—Prints in a black only mode until it receives a page with color content. Then, it prints in color and does not switch to black only until it receives ten consecutive black-and-white pages.
- **Max Yield**—Switches from black to color mode based on the color content found on each page. Frequent color mode switching can result in slower printing if the content of pages is mixed.

To specify the setting:

1 Open a Web browser.

2 In the address bar, type the network printer or print server IP address, and then press **Enter**.

3 Click **Configuration**.

4 Click **Print Settings**.

5 Click **Setup Menu**.

6 From the Printer Usage list, select **Max Speed** or **Max Yield**.

7 Click **Submit**.

Clearing jams

Avoiding jams

The following hints can help you avoid jams:

- Use only recommended paper or specialty media.

  For more information, see the *Card Stock & Label Guide* available on the Lexmark Web site at **www.lexmark.com/publications**.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Do not load wrinkled, creased, damp, or curled paper.
- Flex, fan, and straighten paper before loading it.
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Store the paper in an appropriate environment.
- Do not remove trays while the printer is printing. Wait for `Load tray <x>` or `Ready` to appear before removing a tray.
- Do not load the manual feeder while the printer is printing. Wait for `Load Manual feeder with <x>` to appear.
- Push all trays in firmly after loading paper.
- Make sure the guides in the trays are properly positioned, and are not pressing too tightly against the paper.
- Make sure all paper sizes and paper types are set correctly in the control panel menu.
- Make sure all printer cables are attached correctly. For more information, see the setup documentation.

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears. The following illustration and table list the paper jams that can occur and the location of each jam. Open doors and covers, and remove trays to access jam locations.
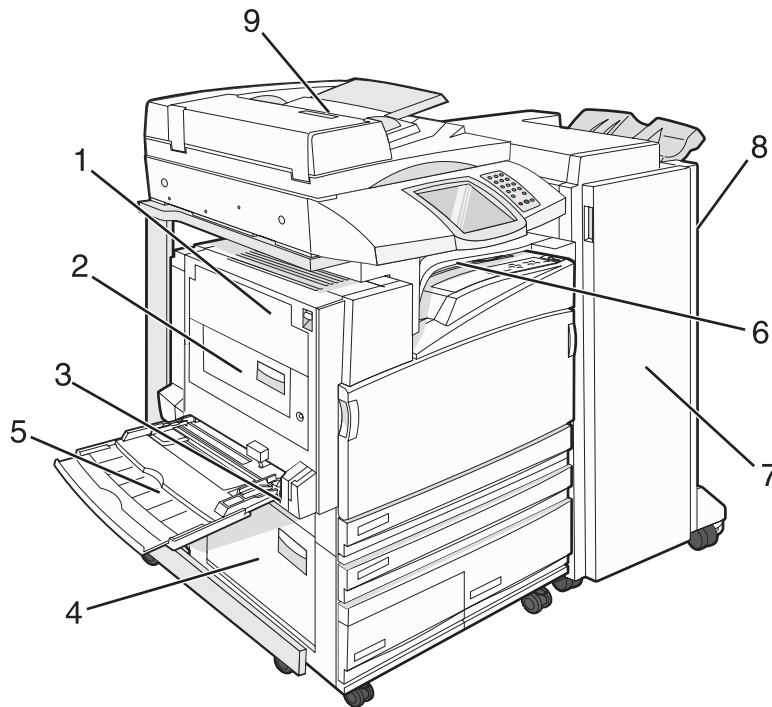
	Jam numbers	Area name	Instructions
1	200–203	Door A	Open Door A, and then remove the jam.
2	230–231	Door B	Open Doors A and B, and then remove any jams.
3	241	Door C	Open Door C, and then remove the jam. Open Tray 1, and then remove any jams.
4	242–244	Door D	Open Door D, and then remove the jam. Open Trays 2–4, and then remove any jams.
5	250	Multipurpose feeder	**1** Remove all paper from the multipurpose feeder. **2** Flex and stack the paper. **3** Reload the multipurpose feeder. **4** Adjust the paper guide.
6	280–282	Cover F (Horizontal Transport Unit)	Open Cover F, and then remove the jam.
7	283–284 287–288 289	Door G	Open Door G, and then remove the jam. For staple jams, remove the paper from the accumulator. Remove the staple cartridge, and then clear the staple jam.
8	284–286	Door H	Open Door H, and then remove the jam. Door H is located between the finisher output bins.
9	290–295	ADF cover	Open the ADF cover, and then remove the jam.

200–203 paper jams

1 Open Door A by lifting the release latch and lowering the door.

> ⚠️ **CAUTION:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.
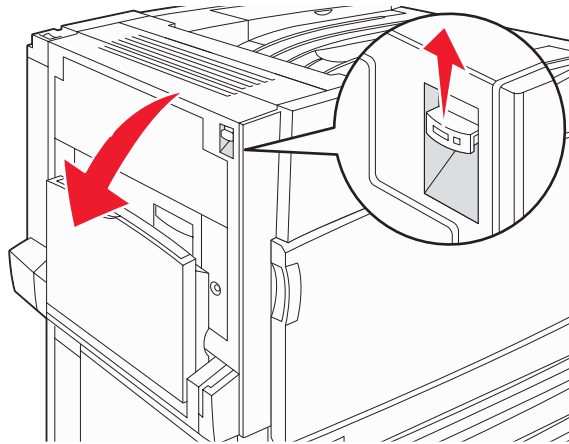
2 Lift the green lever, and then pull the paper up and toward you.
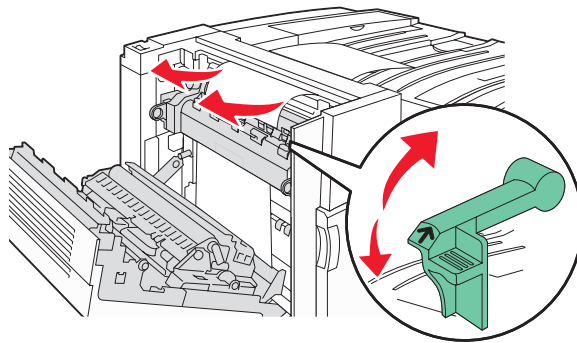
Note: Make sure all paper fragments are removed.

3 Push the green lever down.

4 Close Door A.

5 Touch **Continue**.

230–231 paper jams

1 Open Door A by lifting the release latch and lowering the door.

> ⚠️ **CAUTION:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
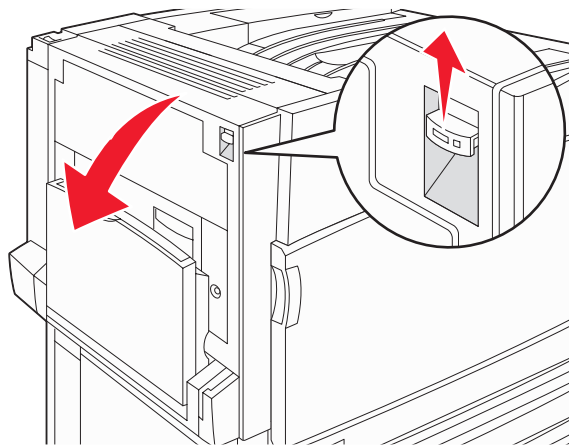
2 Lift the green lever, and then pull the paper up and toward you.
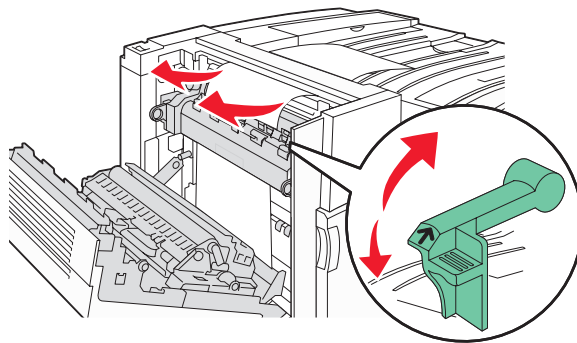
Note: Make sure all paper fragments are removed.

3 Push the green lever down.
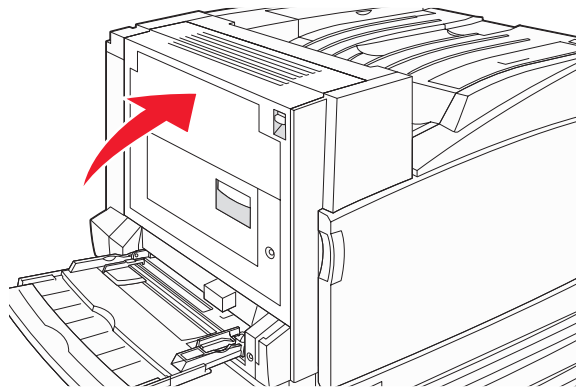
4 Close Door A.

5 Pull the multipurpose feeder down, and then open Door B.
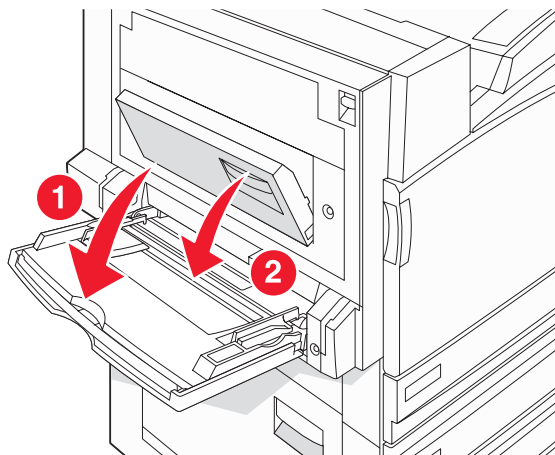
6 Remove the jammed paper.
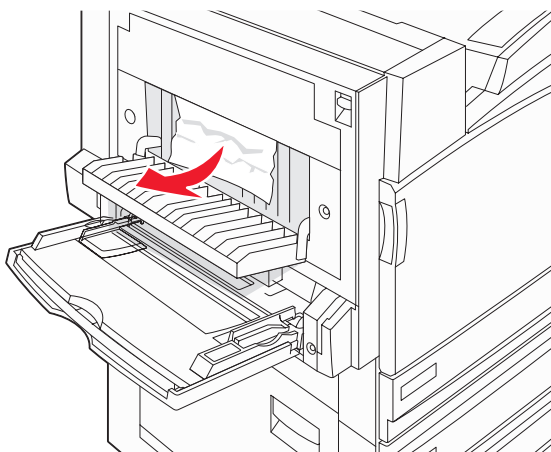
7 Close Door B.

8 Touch **Continue**.

241 paper jam

1 Open Door C.
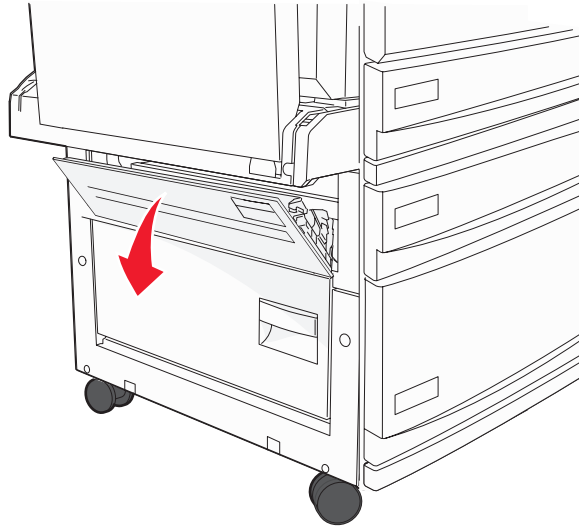
2 Pull the paper down and toward you.

   Note: Make sure all paper fragments are removed.

3 Close Door C.

4 Open Tray 1, and then remove any crumpled paper from the tray.
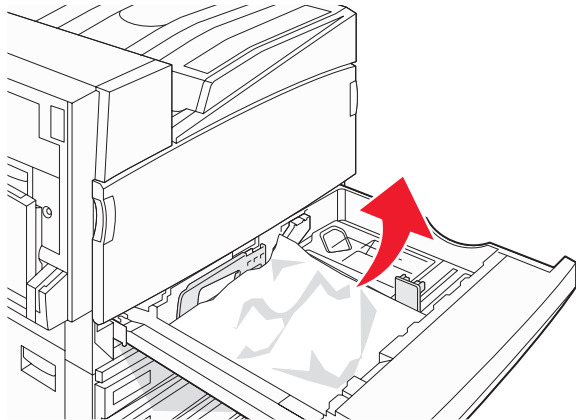
5 Close the tray.

6 Touch **Continue**.

242–244 paper jams

1 Open Door D.
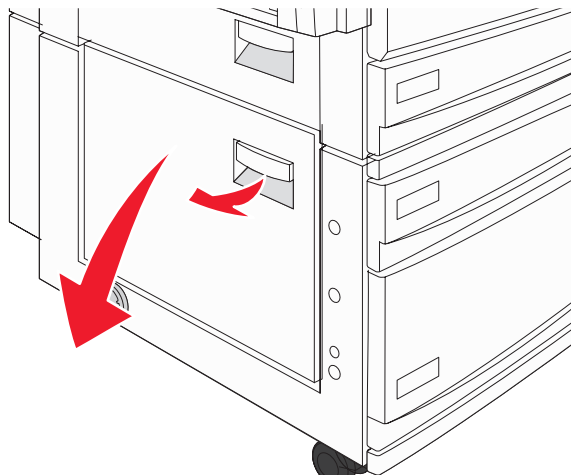
2 Pull the paper down and away from the printer.
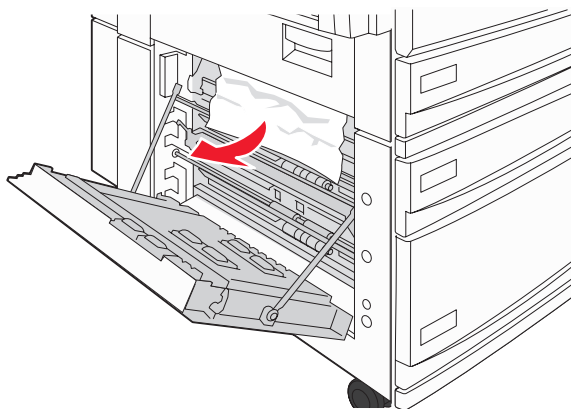
    Note: Make sure all paper fragments are removed.

3 Close Door D.

4 Clear crumpled paper from Trays 2–4.

    a Open Tray 2, and then remove any crumpled paper.
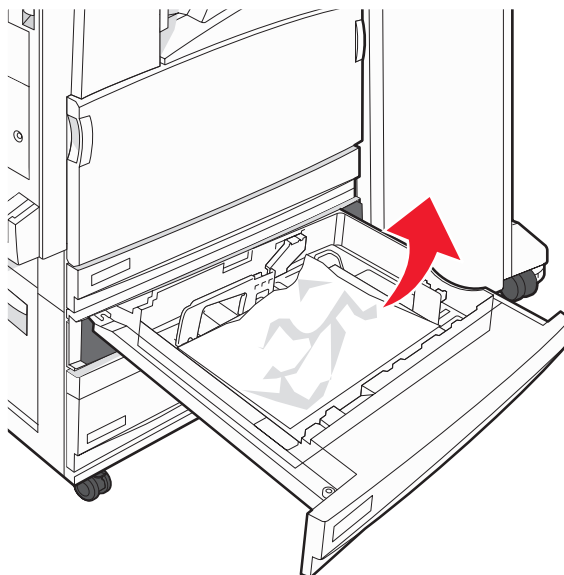
    b Close Tray 2.

    c Open Tray 3, and then remove any crumpled paper.
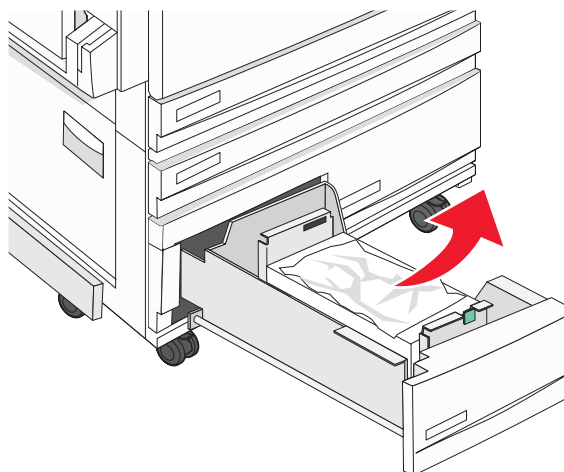
    d Close Tray 3.

e Open Tray 4, and then remove any crumpled paper.
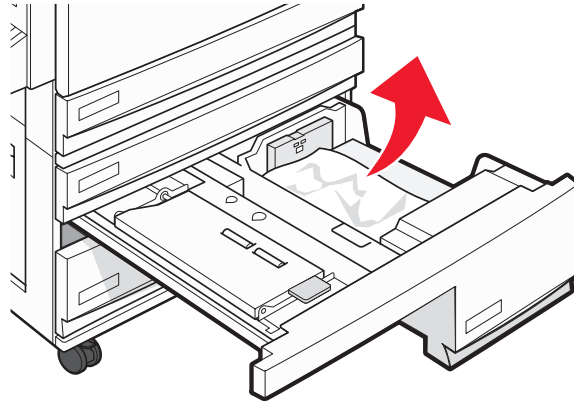
f Open the inside cover, and then remove any jammed paper.
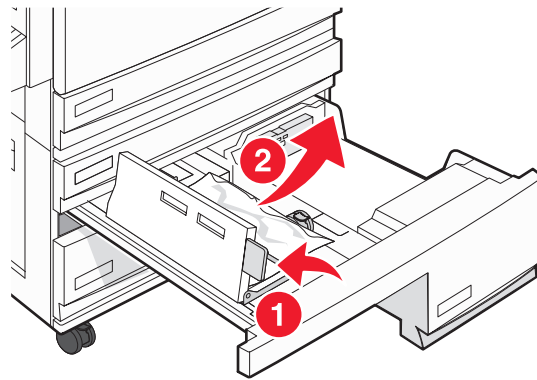
g Close the inside cover, and then close Tray 4.

5 Touch **Continue**.

250 paper jam

1 Remove the paper from the multipurpose feeder.
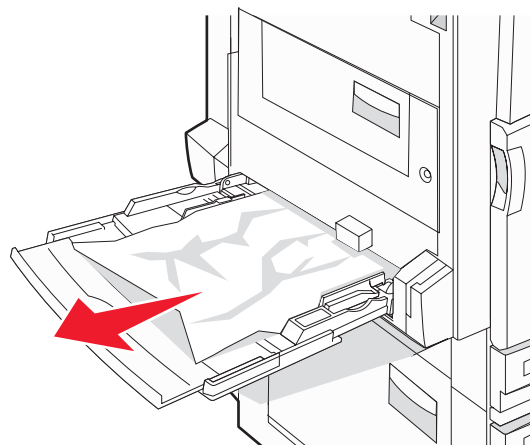
2 Flex the sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

3 Load the paper into the multipurpose feeder.

4 Slide the paper guide toward the inside of the tray until it lightly rests against the edge of the paper.
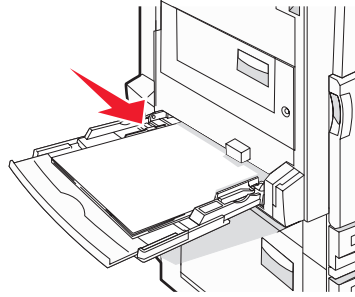
5 Touch **Continue**.

280–282 paper jams

1 Open Cover F.
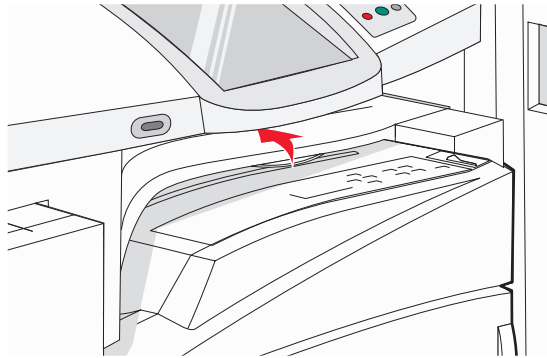
2 Remove the jammed paper.
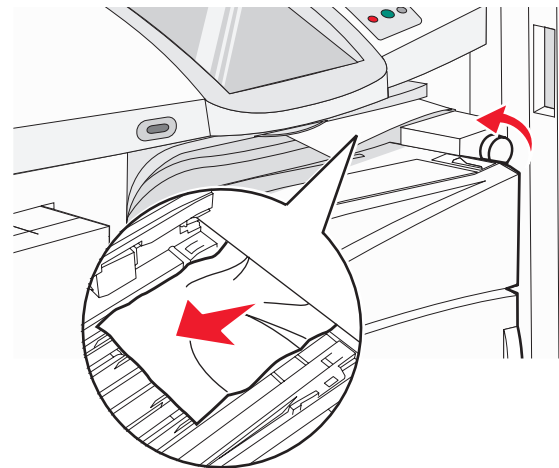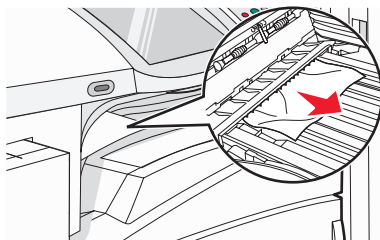
Note: If the paper jam on the right is difficult to remove, rotate the knob clockwise.

3 Close Cover F.

4 Touch **Continue**.

283–284 and 287–288 paper jams
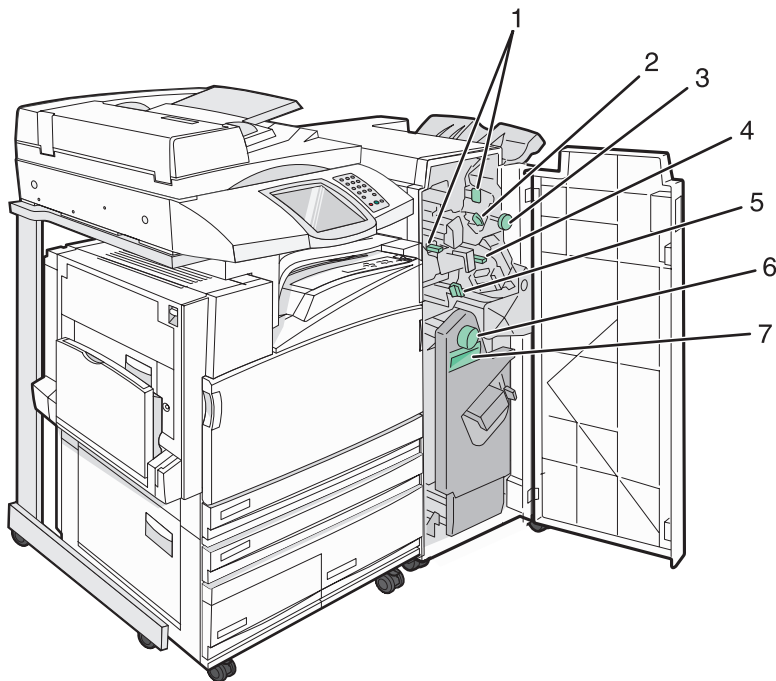
Covers, knobs, and handles located behind finisher Door G

	Cover, knob, or handle name
1	Cover G1
2	Cover G2
3	Knob G3
4	Cover G4
5	Cover G7
6	Knob G8

	Cover, knob, or handle name
7	Handle G9

1 Open Door G.
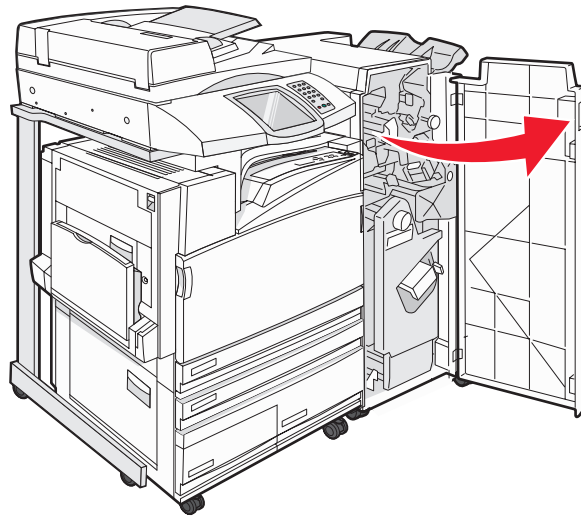
2 Lift both Cover G1 levers, and then remove any jammed paper.

3 Move Cover G2 to the right, and then remove any jammed paper.

   Note: If the paper is jammed in the rollers, rotate Knob G3 counterclockwise.

4 Move Cover G4 down, and then remove any jammed paper.

5 Move Cover G7 to the left, and then remove any jammed paper.

6 Pull Handle G9 until the tray is completely open.
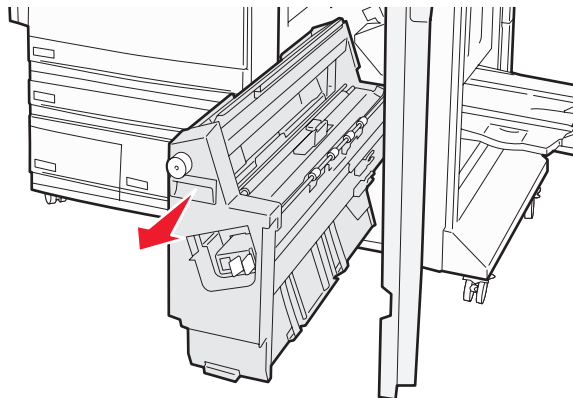
7 Lift the inside cover. If the paper is jammed in the rollers, rotate Knob G8 clockwise, and then remove the jammed paper.
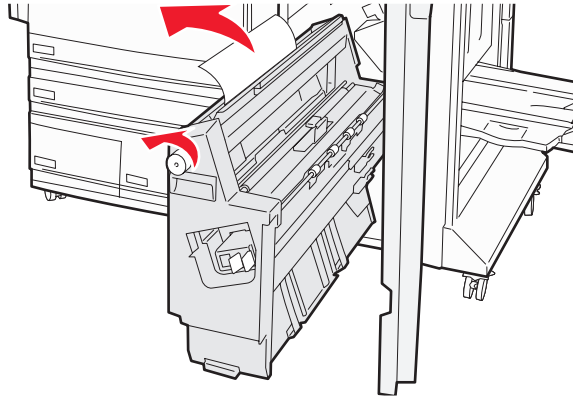
8 Close Door G.

9 Touch **Continue**.

284–286 paper jams

1 Open Door H.
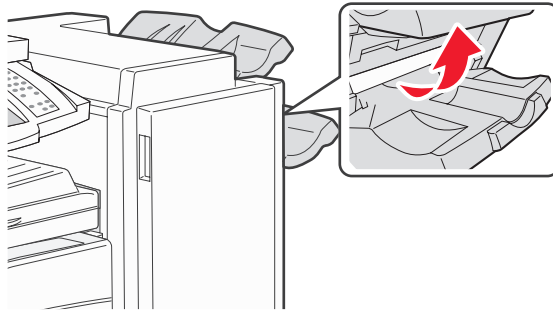
2 Remove the jammed paper.
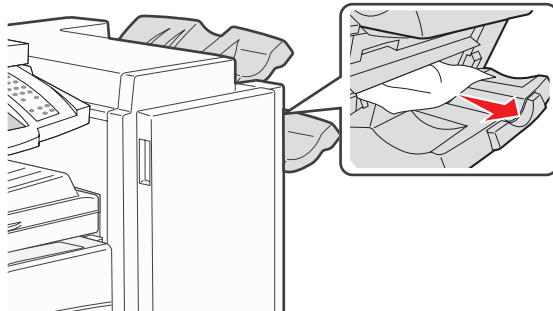
3 Close Door H.

4 Touch **Continue**.

289 staple jam

1 Open Door G.
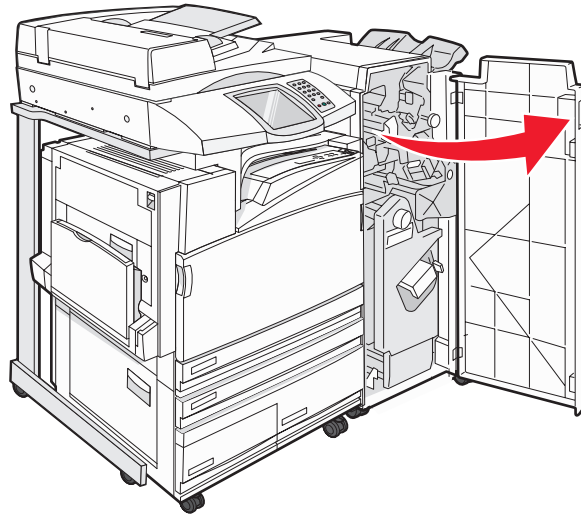
2 Slide the G5 stapler toward the front of the finisher.
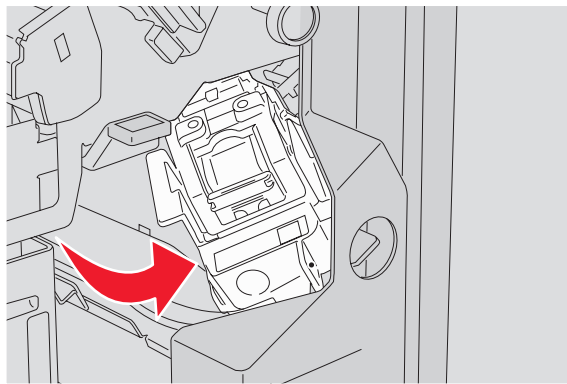
3 Lift the lever, and then remove the staple cartridge.
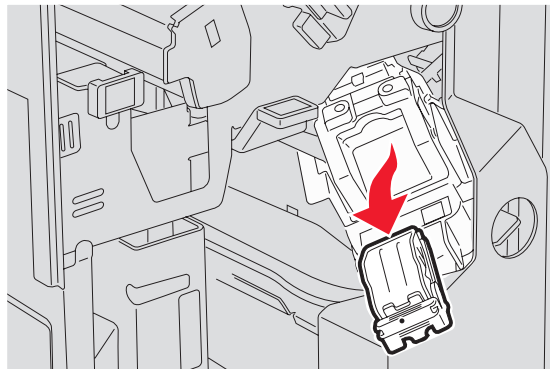
4 Open the staple cover.
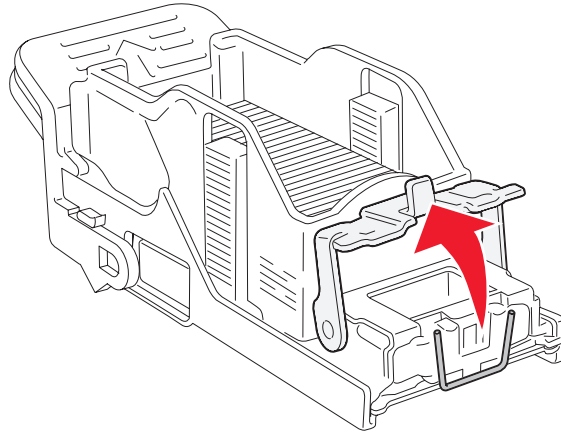
5 Remove the jammed staple, and then close the cover.
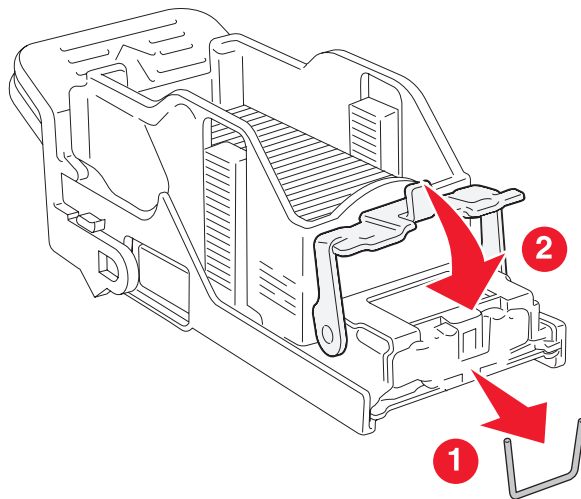
6 Place the staple cartridge into the upper stapler.
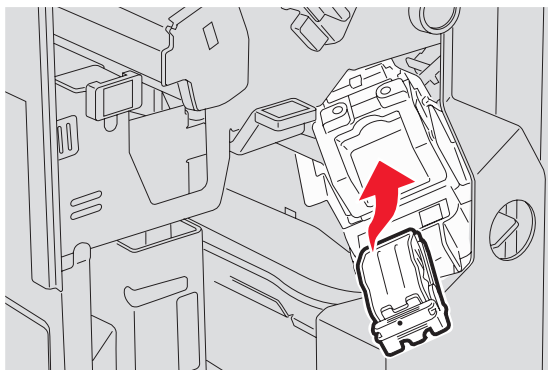
7 Open the lower staple drawer.
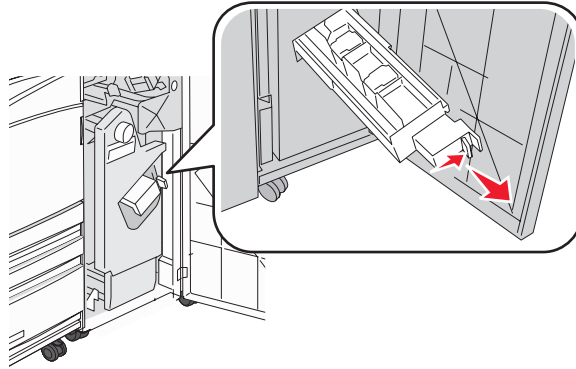
8 Remove the staple cartridge identified on the display.
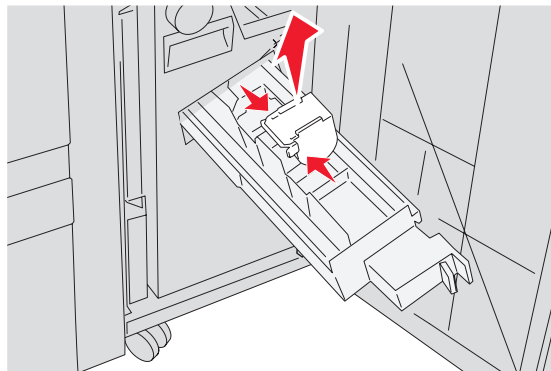
9 Remove the jammed staples, and then place the staple cartridge into the stapler.
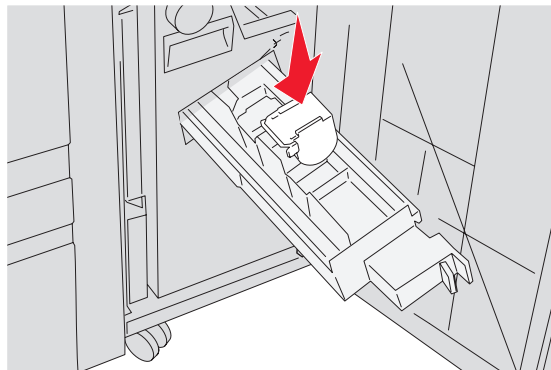
10 Close the staple drawer.
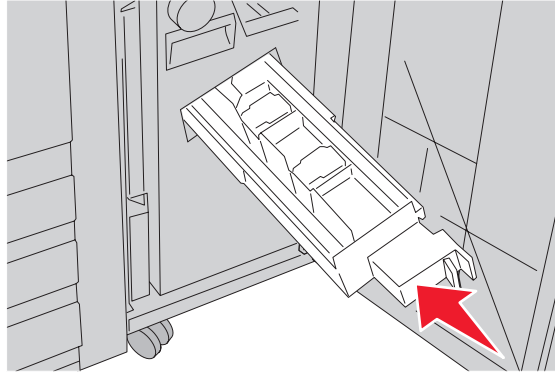
11 Close Door G.

12 Touch **Continue**.

290–295 paper jams

1 Remove all original documents from the ADF.

2 Open the ADF cover, and then remove any jammed paper.
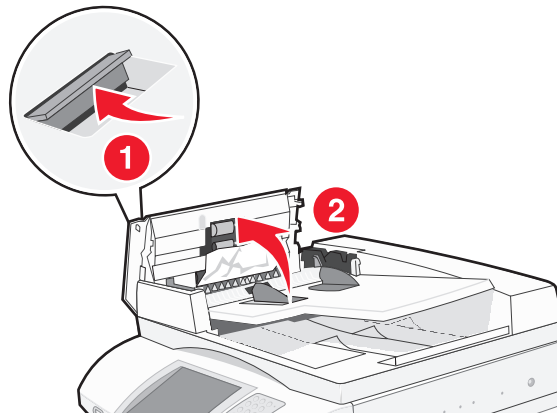
3 Raise the sheet guard, and then remove any jammed paper.

> **Note:** If the jammed paper cannot be remove easily, rotate the paper advance wheel to the left.
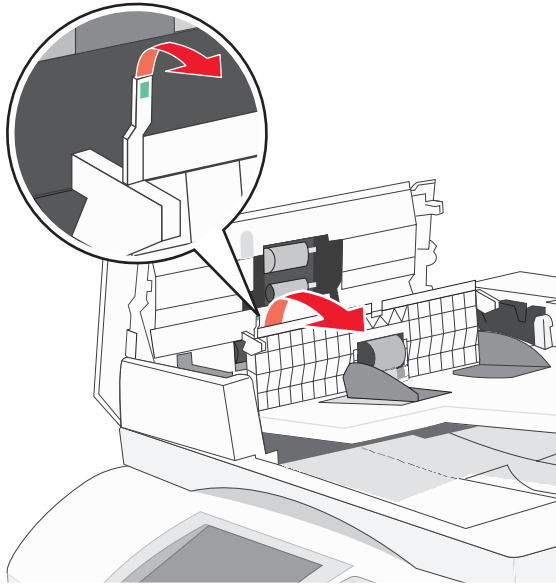
4 Close the ADF cover.

5 Open the scanner cover, and then remove any jammed pages.
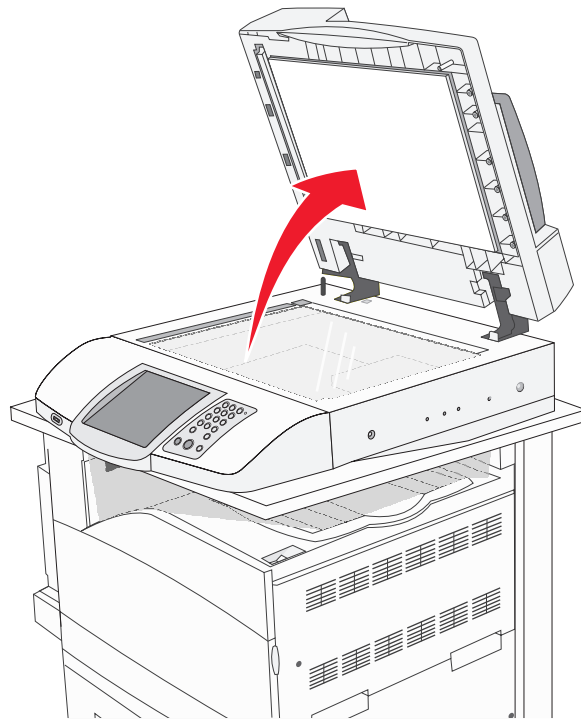
6 Close the scanner cover.

7 Touch **Continue**.

Understanding printer menus

Menus list

A number of menus are available to make it easy for you to change printer settings. To access the menus, touch [icon] on the home screen.

Supplies Menu	Paper Menu	Reports
Cyan Toner	Default Source	Menu Settings Page
Yellow Toner	Paper Size/Type	Device Statistics
Magenta Toner	Configure MP	Network Setup Page
Black Toner	Substitute Size	Shortcut List
Cyan PC Unit	Paper Texture	Fax Job Log
Yellow PC Unit	Paper Loading	Fax Call Log
Magenta PC Unit	Custom Types	E-mail Shortcuts
Black PC Unit	Custom Names	Fax Shortcuts
Waste Toner Box	Custom Bin Names	FTP Shortcuts
Staples G5	Universal Setup	Profiles List
Staples G12	Bin Setup	NetWare Setup Page
Staples G11		Print Fonts
Hole Punch Box		Print Directory

Settings	Network/Ports	Help
General Settings	TCP/IP	Print all guides
Copy Settings	IPv6	Copy guide
Fax Settings	E-mail Server Setup	E-mail guide
E-mail Settings	Active NIC	Fax guide
FTP Settings	Standard Network	FTP guide
Scan to USB Settings	Standard USB	Information guide
Print Settings	NetWare	Print defects guide
Security	AppleTalk	Supplies guide
Set Date and Time	LexLink	

Supplies menu

Menu item	Description

Cyan, Magenta, Yellow, or Black Toner
    Low
    Replace
    Missing or Defective
    OK
    Unsupported
	Shows the status of the toner cartridges

Cyan, Magenta, Yellow, or Black PC Units
    Life Warning
    Replace
    Missing
    OK
    Normal
	Shows the status of the photoconductor units

Waste Toner Box
    Near Full
    Replace
    Missing
    OK
	Shows the status of the waste toner bottle

Staples G5, Staples G11, or Staples G12
    Low
    Empty
    Missing
    OK
	Shows the status of the staples

Hole Punch Box
    Full
    Missing
    OK
	Shows the status of the hole punch box

Paper menu

Default Source menu

Menu item	Description
Default Source Tray <x> MP Feeder Manual Paper Manual Env	Sets a default paper source for all print jobs **Notes:** • From the Paper menu, Configure MP must be set to Cassette in order for MP Feeder to appear as a menu setting. • Tray 1 (standard tray) is the factory default setting. • Only an installed paper source will appear as a menu setting. • A paper source selected by a print job will override the Default Source setting for the duration of the print job. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, the trays are automatically linked. When one tray is empty, the job prints using the linked tray.

Paper Size/Type menu

Menu item	Description
Tray <x> Size 11 x 17 A3 A4 A5 JIS B4 JIS B5 Folio Legal Letter Statement	Specifies the paper size loaded in each tray **Notes:** • Letter is the US factory default setting. A4 is the international factory default setting. • For trays with automatic size sensing, only the size detected by the hardware appears. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, the trays are automatically linked. When one tray is empty, the job prints using the linked tray.
Tray <x> Type Plain Paper Card Stock Transparency Glossy Bond Letterhead Preprinted Colored Paper Custom Type <x>	Specifies the type of paper loaded in each tray **Notes:** • Plain Paper is the factory default setting for Tray 1. Custom Type <x> is the factory default setting for all other trays. • If available, a user-defined name will appear instead of Custom Type <x>. • Use this menu item to configure automatic tray linking.
Note: Only installed trays, drawers, and feeders are listed in this menu.	

Menu item	Description
MP Feeder Size 11 x 17 A3 A4 A5 Executive Folio JIS B4 JIS B5 Legal Letter Statement Universal 7 3/4 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope	Specifies the paper size loaded in the multipurpose feeder **Notes:** • From the Paper menu, Configure MP must be set to Cassette in order for MP Feeder to appear as a menu setting. • Letter is the US factory default setting. A4 is the international factory default setting. • The multipurpose feeder does not automatically sense paper size. The paper size value must be set.
MP Feeder Type Plain Paper Card Stock Transparency Glossy Labels Bond Envelope Letterhead Preprinted Colored Paper Custom Type <x>	Specifies the type of paper loaded in the multipurpose feeder **Notes:** • From the Paper menu, Configure MP must be set to Cassette in order for MP Feeder to appear as a menu selection. • Plain paper is the factory default setting.
Manual Paper Size 11 x 17 A3 A4 A5 Executive Folio JIS B4 JIS B5 Legal Letter Statement Universal	Specifies the size of the paper being manually loaded **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Note: Only installed trays, drawers, and feeders are listed in this menu.	

Menu item	Description
Manual Paper Type Plain Paper Card Stock Transparency Glossy Labels Bond Letterhead Preprinted Colored Paper Custom Type <x>	Specifies the type of paper being manually loaded **Note:** Plain Paper is the factory default setting.
Manual Envelope Size 7 3/4 Envelope 10 Envelope C5 Envelope B5 Envelope DL Envelope	Specifies the size of the envelope being manually loaded **Note:** 10 Envelope is the US factory default setting. DL Envelope is the international factory default setting.
Manual Envelope Type Envelope Custom Type <x>	Specifies the type of envelope being manually loaded **Note:** Envelope is the factory default setting.
Note: Only installed trays, drawers, and feeders are listed in this menu.	

Configure MP menu

Menu item	Description
Configure MP Cassette Manual	Determines when the printer selects paper from the multipurpose feeder **Notes:** • Cassette is the factory default setting. • The Cassette setting configures the multipurpose feeder as an automatic paper source. • When Manual is selected, the multipurpose feeder can be used only for manual feed print jobs.

Substitute Size menu

Menu item	Description
Substitute Size Off Statement/A5 Letter/A4 11 x 17/A3 All Listed	Substitutes a specified paper size if the requested paper size is not available **Notes:** • All Listed is the factory default setting. All available substitutions are allowed. • The Off setting indicates no size substitutions are allowed. • Setting a substitution lets the job print without a Change Paper message appearing.

Paper Texture menu

Menu item	Description
Plain Texture Smooth Normal Rough	Specifies the relative texture of the paper loaded in a specific tray **Note:** Normal is the factory default setting.
Card Stock Texture Smooth Normal Rough	Specifies the relative texture of the card stock loaded in a specific tray **Notes:** • Normal is the factory default setting. • Settings appear only if card stock is supported.
Transparency Texture Smooth Normal Rough	Specifies the relative texture of the transparencies loaded in a specific tray **Note:** Normal is the factory default setting.
Glossy Texture Smooth Normal Rough	Specifies the relative texture of the Glossy paper loaded in a specific tray **Note:** Normal is the factory default setting.
Labels Texture Smooth Normal Rough	Specifies the relative texture of the labels loaded in a specific tray **Note:** Normal is the factory default setting.
Bond Texture Smooth Normal Rough	Specifies the relative texture of the paper loaded in a specific tray **Note:** Rough is the factory default setting.

Menu item	Description
Envelope Texture Smooth Normal Rough	Specifies the relative texture of the envelopes loaded in a specific tray **Note:** Normal is the factory default setting.
Letterhead Texture Smooth Normal Rough	Specifies the relative texture of the paper loaded in a specific tray **Note:** Normal is the factory default setting.
Preprinted Texture Smooth Normal Rough	Specifies the relative texture of the paper loaded in a specific tray **Note:** Normal is the factory default setting.
Colored Texture Smooth Normal Rough	Specifies the relative texture of the paper loaded in a specific tray **Note:** Normal is the factory default setting.
Custom <x> Texture Smooth Normal Rough	Specifies the relative texture of the custom paper loaded in a specific tray **Notes:** • Normal is the factory default setting. • Settings appear only if the custom type is supported.

Paper Loading menu

Menu item	Description
Card Stock Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Card Stock as the paper type **Note:** Off is the factory default setting.
Labels Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Labels as the paper type **Note:** Off is the factory default setting.
Bond Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Bond as the paper type **Note:** Off is the factory default setting.
Letterhead Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Letterhead as the paper type **Note:** Off is the factory default setting.
Notes: • Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties. • If Duplex is selected, all print jobs are sent through the duplex unit including 1-sided jobs.	

Menu item	Description

Preprinted Loading
  Duplex
  Off
	Determines whether 2-sided printing occurs for all jobs that specify Preprinted as the paper type
	Note: Off is the factory default setting.

Colored Loading
  Duplex
  Off
	Determines whether 2-sided printing occurs for all jobs that specify Colored as the paper type
	Note: Off is the factory default setting.

Glossy Loading
  Duplex
  Off
	Determines whether 2-sided printing occurs for all jobs that Glossy as the paper type
	Note: Off is the factory default setting.

Custom <x> Loading
  Duplex
  Off
	Determines whether 2-sided printing occurs for all jobs that specify Custom <x> as the paper type
	Notes:
	
	• Off is the factory default setting.
	• Custom <x> Loading is available only if the custom type is supported.

Notes: • Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties. • If Duplex is selected, all print jobs are sent through the duplex unit including 1-sided jobs.	

Custom Types menu

Menu item	Definition

Custom Type <x>
  Paper
  Card Stock
  Transparency
  Glossy
  Labels
  Bond
  Envelope
	Associates a paper or specialty media type with a factory default `Custom Type <x>` name or a user-defined Custom Name created from the Embedded Web page.
	Notes:
	
	• Paper is the factory default setting.
	• `Custom Type <x>` appears unless a user-defined Custom Name is configured from the Embedded Web server or MarkVision.
	• The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.

Custom Names menu

Menu item	Definition
Custom Name <x> <none>	Specify a custom name for a paper type. This name replaces a `Custom Type <x>` name in the printer menus.

Custom Bin Names menu

Menu Item	Description
Standard Bin <none>	Specifies a custom name for the Standard Bin
Bin 1 <none>	Specifies a custom name for Bin 1

Universal Setup menu

These menu items are used to specify the height, width, and feed direction of the Universal Paper Size. The Universal Paper Size is a user-defined paper size setting. It is listed with the other paper size settings and includes similar options, such as support for duplex printing and printing multiple pages on one sheet.

Menu item	Description
Units of Measure Inches Millimeters	Identifies the units of measure **Notes:** • Inches is the US factory default setting. • Millimeters is the international factory default setting.
Portrait Width 3–48 inches 76–1219 mm	Sets the portrait width **Notes:** • If the width exceeds the maximum, the printer uses the maximum width allowed. • 12 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 305 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
Portrait Height 3–48 inches 76–1219 mm	Sets the portrait height **Notes:** • If the height exceeds the maximum, the printer uses the maximum height allowed. • 19 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 483 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
Feed Direction Short Edge Long Edge	Specifies the feed direction **Notes:** • Short Edge is the factory default setting. • Long Edge appears only if the longest edge is shorter than the maximum length supported in the tray.

Bin Setup menu

Menu Item	Description

Output Bin
  Standard Bin
  Bin 1
  Bin 2
	Identifies installed output bins
	
	Note: Standard Bin is the factory default setting.

Configure Bins
  Mailbox
  Link
  Link Optional
  Type Assignment
	Specifies configuration options for output bins
	
	Notes:
	
	• Mailbox is the factory default setting.
	• The booklet-maker bin (Bin 2) cannot be linked to another bin. Bin 2 folds all print jobs.
	• The Mailbox setting treats each bin as a separate mailbox.
	• The Link setting links together all available output bins.
	• The Link Optional setting links together all available output bins except the standard bin.
	• The Type Assignment setting assigns each paper type to an output bin.

Assign Type/Bins
  Plain Paper Bin
  Card Stock Bin
  Transparency Bin
  Glossy Bin
  Labels Bin
  Bond Bin
  Letterhead Bin
  Preprinted Bin
  Colored Bin
  Custom <x> Bin
	Selects an output bin for each supported paper type
	Available selections for each type are:
	  Disabled
	  Standard Bin
	  Bin 1
	
	Notes:
	
	• Disabled is the factory default setting.
	• The factory default setting will change to Standard Bin if the Configure Bins menu is set to Type Assignment. Then, all print jobs will be sent to the standard exit bin until you reassign paper types to different bins by using the Assign Type/Bins menu.

Reports menu

Reports menu

Menu item	Description
Menu Settings Page <none>	Prints a report containing information about paper loaded into trays, installed memory, the total page count, alarms, timeouts, the control panel language, the TCP/IP address, the status of supplies, the status of the network connection, and other information **Note:** The page prints when this item is selected.
Device Statistics <none>	Prints a report containing printer statistics such as supply information and details about printed pages **Note:** The page prints when this item is selected.
Network Setup Page <none>	Prints a report containing information about the network printer settings, such as the TCP/IP address information **Notes:** • This menu item appears only for network printers or printers connected to print servers. • The page prints when this item is selected.
Shortcut List <none>	Prints a report containing information about configured shortcuts
Fax Job Log <none>	Prints a report containing information about the last 200 completed faxes **Note:** The page prints when this item is selected.
Fax Call Log <none>	Prints a report containing information about the last 100 attempted, received, and blocked calls **Note:** The page prints when this item is selected.
E-mail Shortcuts <none>	Prints a report containing information about e-mail shortcuts **Note:** The page prints when this item is selected.
Fax Shortcuts <none>	Prints a report containing information about fax shortcuts **Note:** The page prints when this item is selected.
FTP Shortcuts <none>	Prints a report containing information about FTP shortcuts **Note:** The page prints when this item is selected.
Profiles List <none>	Prints a list of profiles stored in the printer **Note:** The page prints when this item is selected.
NetWare Setup Page <none>	Prints a report containing NetWare-specific information about the network settings **Notes:** • This menu item appears only for printers with an internal print server installed. • The page prints when this item is selected.

Menu item	Description
Print Fonts <none>	Prints a report of all the fonts available for the printer language currently set in the printer
Print Directory <none>	Prints a list of all the resources stored on an optional flash memory card or printer hard disk **Notes:** • Job Buffer Size must be set to 100%. • The optional flash memory or printer hard disk must be installed correctly and working properly. • The page prints when this item is selected.

Settings menu

General Settings menu

Menu item	Description

Display Language
 	
  English
  Francais
  Deutsch
  Italiano
  Espanol
  Dansk
  Norsk
  Nederlands
  Svenska
  Portuguese
  Suomi
  Russian
  Polski
  Simplified Chinese
  Korean
  Japanese
	Sets the language of the text appearing on the display
	
	Note: All languages may not be available for all printers.

Keyboard
  Keyboard Type
    English
    Francais
    Francais Canadien
    Deutsch
    Italiano
    Espanol
    Dansk
    Norsk
    Nederlands
    Svenska
    Suomi
    Portuguese
    Russian
    Polski
    Simplified Chinese
    Korean
    Japanese
	Specifies a language for the printer control panel keyboard

Keyboard Custom Key <x> <none>	Specifies custom key information for the printer control panel keyboard

Menu item	Description

Keyboard
    Accents/Symbols Tab
    Russian/Polish Tab
    Korean Tab
	Enables access to accent marks and symbols from the printer control panel keyboard
	Available selections for each menu item are:
	    On
	    Off

General Defaults
    U.S.
    International
	Specifies the printer factory defaults

Show Initial Prompts
    Yes
    No
	Launches a setup wizard when the printer is powered on
	Notes:
	• Yes is the factory default setting.
	• When Done is selected from the Country select screen, the factory default setting switches to Off.

Displayed Information
    Left side
    Right side
    Custom Text <x>
    None
	Specifies what is displayed on the upper left and right corners of the home screen
	Choose from the following options:
	    IP Address
	    Hostname
	    Contact Name
	    Location
	    Date/Time
	    mDNS/DDNS Service Name
	    Zero Configuration Name
	    Custom Text <x>
	    None
	Notes:
	• IP Address is the factory default setting for Left side.
	• Date/Time is the factory default setting for Right side.

Date Format
    MM-DD-YYYY
    YYYY-MM-DD
	Formats the printer date

Time Format
    12 hour A.M./P.M.
    24 hour clock
	Formats the printer time

Screen Brightness 20–100	Specifies the brightness of the control panel screen

Show Bookmarks
    On
    Off
	Specifies whether bookmarks are displayed from the Held Jobs area
	Note: On is the factory default setting. When On is selected, bookmarks appear in the Held Jobs area.

Menu item	Description
Allow Background Removal On Off	Specifies whether image background removal is allowed during copy, fax, e-mail, FTP, or scan to USB **Note:** On is the factory default setting. The background of the image will be removed.
Allow Custom Job Scans On Off	Lets you scan multiple jobs to one file **Note:** On is the factory default setting. If On is selected, the Allow Custom Job Scans setting can be enabled for specific jobs.
Scanner Jam Recovery Job level Page level	Specifies how a scanned job should be reloaded if a paper jam occurs in the ADF **Notes:** • If Job level is selected, the entire job must be rescanned if any pages jam. • If Page level is selected, rescan from the jammed page forward.
Web Page Refresh Rate 30–300	Specifies the number of seconds between embedded Web page refreshes **Note:** 120 seconds is the factory default setting.
Contact Name <none>	Specifies a contact name for the printer **Note:** The contact name will be stored on the embedded Web page.
Location <none>	Specifies the location of the printer **Note:** The contact name will be stored on the embedded Web page.
Alarms Alarm Control Toner Alarm Staple Alarm Hole Punch Alarm	Sets an alarm to sound when the printer requires operator intervention Available selections for each alarm type are: Off Single Continuous **Notes:** • Single is the factory default setting for Alarm Control. Single sounds three quick beeps. • Off is the factory default setting for Toner Alarm, Staple Alarm, and Hole Punch Alarm. Off means no alarm will sound. • Continuous repeats three beeps every 10 seconds. • Stapler Alarm and Hole Punch Alarm are available only when the finisher is installed.

Menu item	Description
Timeouts Standby Mode Disabled 2–240	Specifies the number of minutes of inactivity before the system enters a lower power state **Note:** 15 minutes is the factory default setting.
Timeouts Power Saver Mode Disabled 2–240	Specifies the number of minutes of inactivity before some systems begin entering a minimum power state. **Notes:** • 60 minutes is the factory default setting. • Power Saver does not interact with Standby Mode. • Changing Power Saver should not cause Standby Mode to be changed.
Timeouts Screen Timeout 15–300	Sets the amount of time in seconds the printer waits before returning the printer display to a `Ready` state **Note:** 30 seconds is the factory default setting.
Timeouts Print Timeout Disabled 1–255	Sets the amount of time in seconds the printer waits to receive an end-of-job message before canceling the remainder of the print job **Notes:** • 90 seconds is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL or PPDS emulation. This setting has no effect on PostScript emulation print jobs.
Timeouts Wait Timeout Disabled 15–65535	Sets the amount of time in seconds the printer waits for additional data before canceling a print job **Notes:** • 40 seconds is the factory default setting. • Wait Timeout is available only when the printer is using PostScript emulation. This setting has no effect on PCL or PPDS emulation print jobs.
Timeouts Network Job Timeout 1–255	Sets the amount of time in seconds that a network print job can take before it is canceled **Notes:** • 90 seconds is the factory default setting. • A setting value of 0 disables the timeout. • If a value of 1–9 is selected, the setting will be saved as 10.

Menu item	Description

Print Recovery
  Auto Continue
    Disabled
    5–255
	Lets the printer automatically continue printing from certain offline situations when not resolved within the specified time period
	
	Notes:
	
	• Disabled is the factory default setting.
	• 5–255 is a range of time in seconds.

Print Recovery
  Jam Recovery
    On
    Off
    Auto
	Specifies whether the printer reprints jammed pages
	
	Notes:
	
	• Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.
	• On sets the printer to always reprint jammed pages.
	• Off sets the printer to never reprint jammed pages.

Print Recovery
  Page Protect
    On
    Off
	Lets the printer successfully print a page that may not have printed otherwise
	
	Notes:
	
	• Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page.
	• On sets the printer to process the whole page so that the entire page prints.

Factory Defaults
  Do Not Restore
  Restore
	Returns the printer settings to the factory default settings
	
	Notes:
	
	• Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings.
	• Restore returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

Copy Settings menu

Menu item	Description

Content
   Text/Photo
   Photograph
   Printed Image
   Text
	Specifies the type of content contained in the copy job
	
	Notes:
	
	• Text/Photo is the factory default setting. Text/Photo is used when the original documents are a mixture of text and graphics or pictures.
	• Photograph tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
	• Printed Image is used when jobs are composed primarily of images. Printed Image converts the images to halftone. Halftoning makes a grayscale or color image printable by transforming it to a pattern of small spots with a limited number of colors.
	• Text emphasizes sharp, black, high-resolution text against a clean, white background.

Color
   On
   Off
	Specifies whether a copy job is printed in color

Allow Color copies
   On
   Off
	Enables color copying

Duplex
   1 sided to 1 sided
   1 sided to 2 sided
   2 sided to 1 sided
   2 sided to 2 sided
	Specifies whether an original document is duplex (two-sided) or simplex (one-sided), and then specifies whether the copy should be duplex or simplex
	
	Notes:
	
	• **1 sided to 1 sided**—The original page has printing on one side. The copied page will have printing on one side.
	• **1 sided to 2 sided**—The original page has printing on one side. The copied page will have printing on both sides. For example, if the original is six sheets, the copy is three sheets with printing on both sides.
	• **2 sided to 1 sided**—The original page has printing on both sides. The copied page will have printing on only one side. For example, if the original draft is three sheets of paper with an image on each side of each sheet, then the copy is six sheets with only one image on one side of each sheet.
	• **2 sided to 2 sided**—The original page has printing on both sides. The copy mimics the original exactly.

Print Page Borders
   On
   Off
	Specifies if a border is printed around the edge of the page at the margins
	
	Note: On is the factory default setting.

Collate
   On
   Off
	Keeps the pages of a print job stacked in sequence when making multiple copies of the job
	
	Note: On is the factory default setting.

Menu item	Description

Punch
   On
   Off
	Enables hole punching
	Note: On is the factory default setting.

Staple
   On
   Off
	Enables stapling
	Note: On is the factory default setting.

Original Size
   Letter
   Legal
   Executive
   Tabloid
   Folio
   A3
   A4
   A5
   Statement
   JIS B4
   JIS B5
   Book Original
   Auto Size Sense
   Mixed Sizes
	Specifies the paper size of the original document

Copy To Source
   Tray <x>
   Auto Size Match
   Manual Feeder
	Provides a list of possible paper sources to send the copy job to for printing
	Note: Tray 1 is the factory default setting.

Transparency Separators
   On
   Off
	Places a sheet of paper between transparencies
	Note: On is the factory default setting.

Separator Sheets
   None
   Between Pages
   Between Copies
   Between Jobs
	Places a sheet of paper between pages, copies, or jobs based on the value selected
	Note: None is the factory default setting.

Separator Source
   Tray <x>
   Manual Feeder
	Specifies a paper source

Darkness -5 to +5	Specifies the level of darkness for the copy job

Output Bin
   Standard Bin
   Bin 1
	Specifies which output bin receives the copy after it is printed

Menu item	Description
Number of Copies <none>	Specifies the number of copies for the copy job

Overlay
    Off
    Urgent
    Confidential
    Copy
    Draft
    Custom
	Specifies overlay text that is printed on each page of the copy job
	Note: Off is the factory default setting.

Custom <none>	Specifies custom overlay text

Allow priority copies
    On
    Off
	Allows interruption of a print job to copy a page or document
	Note: On is the factory default setting.

Custom Job scanning
    On
    Off
	Lets you copy in a single copy job a document that contains mixed paper sizes

Background Removal -4 to +4	Adjusts the amount of background visible on a copy

Scan edge to edge
    On
    Off
	Specifies if the original document is scanned edge-to-edge prior to copying
	Note: Off is the factory default setting.

Color Balance
    Cyan - Red
    Magenta - Green
    Yellow - Blue
	Adjusts color in printed output by increasing or decreasing the amount of toner being used for each color

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job by way of a telephone line.

General Fax Settings

Menu item	Description
Station Name <none>	Specifies the name of the fax within the printer
Station Number <none>	Specifies a number associated with the fax

Station ID
    Station Name
    Station Number
	Specifies how the fax is identified

Menu item	Description
Enable Manual Fax On Off	Sets the printer to fax manually only, which requires a line splitter and a telephone hand set **Notes:** • Use a regular telephone to answer an incoming fax job and to dial a fax number. • Touch # 0 on the numeric keypad to go directly to the Manual Fax function.
Memory Use All receive Mostly receive Equal Mostly sent All send	Defines the amount of non-volatile memory used in relation to fax for a fax job **Notes:** • "All receive" specifies that all the memory is set to receive fax jobs. • "Mostly receive" specifies that most of the memory is set to receive fax jobs. • Equal is the factory default setting. Equal splits the memory for sending and receiving fax jobs into equal amounts. • "Mostly sent" specifies that most of the memory is set to send fax jobs. • "All send" specifies that all the memory is set to send fax jobs.
Cancel Faxes Allow Don't Allow	Specifies whether the printer may cancel fax jobs **Note:** If Cancel Faxes is not enabled, it will not appear as an option.
Fax number masking Off From left From right	Specifies the direction from which digits are masked in an outgoing fax number **Note:** The number of characters masked is determined by the "Digits to mask" setting.
Digits to mask 0–58	Specifies the number of digits to mask in an outgoing fax number

Fax Send Settings

Menu item	Description
Resolution Standard Fine Super Fine Ultra Fine	Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but it increases the fax transmission time for outgoing faxes. **Note:** Standard is the factory default setting.
Original Size Letter Legal Executive Tabloid Folio Statement A3 A4 A5 JIS B4 JIS B5 Book Original 4 x 6 3 x 5 Business Card Auto Size Sense Mixed Sizes	Specifies the paper size of the document that is being scanned **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Duplex Off Long edge Short edge	Specifies how the text and graphics are oriented on the page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation). • Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).
Content Text/Photo Photograph Text	Specifies the type of content that will be scanned to fax **Notes:** • Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art. • Photograph is used when the document is a high-quality photograph or inkjet print • Text is used when the document is mostly text.
Darkness -5 to +5	Lightens or darkens the output **Note:** 5 is the factory default setting.
Dial Prefix <none>	A numeric entry field is provided to enter numbers

Menu item	Description
Automatic Redial 0–9	Specifies the number of times the printer tries to send the fax to a specified number **Note:** 5 is the factory default setting.
Redial Frequency 1–200	Specifies the number of minutes between redials

Behind a PABX
  Off
  On
	Enables switchboard blind dialing without a dial tone

Enable ECM
  On
  Off
	Enables Error Correction Mode for fax jobs

Enable Fax Scans
  On
  Off
	Lets you send faxes by scanning at the printer

Driver to fax
  On
  Off
	Allows driver to fax jobs to be sent by the printer

Allow Save as Shortcut
  On
  Off
	Lets you save fax numbers as shortcuts in the printer

Max Speed
  2400
  4800
  9600
  14400
  33600
	Specifies the maximum speed in baud at which faxes are sent

Custom Job scanning
  On
  Off
	Lets you scan a document that contains mixed paper sizes into a single file

Scan Preview
  On
  Off
	Specifies whether a preview will appear on the display for scan jobs

Background Removal -4 to +4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.

Contrast
  Best for content
  0–5
	Specifies the contrast of the output
	Note: "Best for content" is the factory default setting.

Shadow Detail -4 to +4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.

Menu item	Description
Scan edge to edge On Off	Specifies if the original document is scanned edge-to-edge **Note:** Off is the factory default setting.

Fax Receive Settings

Menu item	Description
Enable Fax Receive On Off	Allows fax jobs to be received by the printer **Note:** On is the factory default setting.
Rings to Answer 1–25	Specifies the number of rings before answering an incoming fax job **Note:** 1 is the factory default setting.
Auto Reduction On Off	Scales an incoming fax job so it fits the size of the paper loaded in the designated fax source **Note:** On is the factory default setting.
Paper Source Auto Tray <x> MP Feeder	Specifies the paper source selected to supply paper for the printer to print an incoming fax
Output Bin Standard Bin Bin 1	Specifies an output bin for received faxes **Note:** Bin 1 is available only when the finisher is installed.
Duplex On Off	Enables duplex printing (two-sided printing) for incoming fax jobs
Fax Footer On Off	Prints the transmission information at the bottom of each page from a received fax **Note:** On is the factory default setting.
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed in baud at which faxes are received
Fax Forwarding Forward Print Print and Forward	Enables forwarding of received faxes to another recipient

Menu item	Description

Forward to
  Fax
  E-mail
  FTP
  LDSS
	Specifies the type of recipient to which faxes will be forwarded
	Note: This item is available only from the printer embedded Web pages.

Forward to Shortcut <none>	Lets you enter the shortcut number which matches the recipient type (Fax, E-mail, FPT, ord LDSS)

Block No Name Fax
  On
  Off
	Enables blocking of incoming faxes sent from devices with no station ID specified

Banned Fax List
  On
  Off
	Enables the list of banned fax numbers stored in the printer

Punch
  2 holes
  3 holes
  4 holes
  Off
	Specifies the default hole punch setting for the attached finisher
	Note: Only the settings associated with the installed finisher appear.

Staple
  1 staples
  2 staples
  4 staples
  Off
	Specifies the default staple setting for the attached finisher
	Note: Only the settings associated with the installed finisher appear.

Fax Log Settings

Menu item	Description

Transmission Log
  Print log
  Do not print log
  Print only for error
	Enables printing of a transmission log after each fax job

Receive Error Log
  Print Never
  Print on Error
	Enables printing of a receive error log following a receive error

Auto Print Logs
  On
  Off
	Enables automatic printing of fax logs
	Note: Logs print after every 200 jobs.

Log Paper Source
  Tray <x>
  MP Feeder
	Selects the source of the paper used for printing logs

Menu item	Description
Logs Display Remote Station Name Dialed Number	Specifies whether printed logs display the dialed number or the station name returned
Enable Job Log On Off	Enables access the Fax Job log
Enable Call Log On Off	Enables access the Fax Call log
Log Output Bin Standard Bin Bin 1	Specifies the output bin where fax logs are printed

Speaker Settings

Menu item	Description
Speaker Mode Always Off On until Connected Always On	**Notes:** • Always Off turns the speaker off. • "On until Connected" is the factory default setting. The speaker is on and issues a noise until the fax connection is made. • Always On turns the speaker on.
Speaker Volume High Low	Controls the volume setting **Note:** High is the factory default setting.
Ringer Volume On Off	Controls the fax speaker ringer volume **Note:** On is the factory default setting.

Distinctive Rings

Menu item	Description
Single Ring On Off	Answers calls with a one-ring pattern **Note:** On is the factory default setting.
Double Ring On Off	Answers calls with a double-ring pattern **Note:** On is the factory default setting.
Triple Ring On Off	Triple Ring Answers calls with a triple-ring pattern **Note:** On is the factory default setting.

Fax Mode (Fax Server) menu

Fax Server mode sends the fax job to a fax server for transmission.

Fax Server Setup

Menu item	Description
To Format Reply Address Subject Message	Lets you enter the information using the virtual keyboard on the printer touch screen
Primary SMTP Gateway	Specifies SMTP server port information **Note:** 25 is the default SMTP gateway port.
Secondary SMTP Gateway	Specifies SMTP server port information **Note:** 25 is the default SMTP gateway port.

Image Format
    PDF (.pdf)
    TIFF (.tif)
	Specifies the image type for scan to fax

Content
    Text
    Text/Photo
    Photograph
	Specifies the type of content that will be scanned to fax
	Notes:
	
	• Text is used when the document is mostly text.
	• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.
	• Photograph is used when the document is a high-quality photograph or inkjet print.

Fax Resolution
    Standard
    Fine
    Super Fine
    Ultra Fine
	Specifies the resolution level for scan to fax

Darkness 5- to 5+	Lightens or darkens the output

Orientation
    Portrait
    Landscape
	Specifies the orientation of the scanned image

Menu item	Description

Original Size
    Letter
    Legal
    Executive
    Tabloid
    Folio
    Statement
    A3
    A4
    A5
    JIS B4
    JIS B5
    Book Original
    Auto Size Sense
    Mixed Sizes
	Specifies the paper size of the document that is being scanned
	Note: Letter is the US factory default setting. A4 is the international factory default setting.

Use Multi-Page Tiff
    On
    Off
	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.
	Notes:
	
	• On is the factory default setting.
	• This menu item applies to all scan functions.

E-mail Settings menu

Menu item	Description
Format PDF (.pdf)	Specifies the format of the file
PDF Version 1.2–1.6	Sets the version of the PDF file that will be scanned to e-mail

Content
    Text/Photo
    Photograph
    Text
	Specifies the type of content that will be scanned to e-mail
	Notes:
	
	• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.
	• Photograph is used when the document is a high-quality photograph or inkjet print.
	• Text is used when the document is mostly text.

Color
    Gray
    Color
	Specifies whether a job prints in grayscale or color
	Note: Gray is the factory default setting.

Menu item	Description
Resolution 75 150 200 300 400 600	Specifies how many dots per inch are scanned **Note:** 150 dpi is the factory default setting.
Darkness -5 to +5	Lightens or darkens the output **Note:** 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image **Note:** Portrait is the factory default setting.
Original Size Letter Legal Executive Tabloid Folio A3 A4 A5 Statement JIS B4 JIS B5 Book Original Auto Size Sense Mixed Sizes	Specifies the paper size of the document that is being scanned **Note:** Letter is the US factory default setting. A4 is the international factory default setting.
Duplex Off Long edge Short edge	Specifies how the text and graphics are oriented on the page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation). • Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).
Photo JPEG Quality 5–90	Sets the quality of a JPEG photo image in relation to file size and the quality of the image **Notes:** • 50 is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu item applies to all scan functions.

Menu item	Description
JPEG Quality 5–90	Sets the quality of a JPEG text or text/photo image in relation to file size and the quality of the image **Notes:** • 75 is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu item applies to Text, Text/Photo, and all scan functions.
E-mail images sent as Attachment Web Link	Specifies how the images will be sent **Note:** Attachment is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. **Notes:** • On is the factory default setting. • This menu item applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether the transmission log prints **Note:** Print log is the factory default setting.
Log Paper Source Tray <x> Manual Feeder	Specifies a paper source for printing e-mail logs **Note:** Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin 1	Specifies an output bin for the printed e-mail log
E-mail Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off. **Note:** 8 bit is the factory default setting.
Custom Job scanning On Off	Lets you copy a document that contains mixed paper sizes into a single job
Scan Preview On Off	Specifies whether a preview will appear on the display for scan jobs **Note:** Off is the factory default setting.

Menu item	Description
Allow Save as Shortcut On Off	Lets you save e-mail addresses as shortcuts at the device **Notes:** • Off is the factory default setting. • When set to No, the Save as Shortcut button does not appear on the E-mail Destination screen.
Background Removal -4 to +4	Adjusts the amount of background visible on a copy. **Note:** 0 is the factory default setting.
Contrast Best for content 0–5	Specifies the contrast of the output **Note:** "Best for content" is the factory default setting.
Shadow Detail -4 to +4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.
Scan edge to edge On Off	Specifies if the original document is scanned edge-to-edge **Note:** Off is the factory default setting.

E-mail Server Setup menu

Use the following menu to configure the SMTP e-mail server.

Menu item	Description
E-mail Server Setup Primary SMTP Gateway Primary SMTP Gateway Port Secondary SMTP Gateway Secondary SMTP Gateway Port	Specifies SMTP server port information **Note:** 25 is the default SMTP gateway port.
E-mail Server Setup SMTP Timeout 5–30	Specifies the amount of time in seconds before the server stops trying to send the e-mail **Note:** 30 seconds is the factory default setting.
E-mail Server Setup SMTP Server Authentication Off Device Userid and password User ID and password User e-mail and password	Specifies the type of user authentication required for scan to e-mail privileges **Note:** Off is the factory default setting.
E-mail Server Setup Device Userid Password Reply Address Subject Message	Specifies e-mail server information **Note:** The message box has a limitation of 512 characters.

Menu item	Description

E-mail Server Setup
 	
Send me a copy
    Never appears
    On by default
    Off by default
    Always On
	Sends a copy of the e-mail back to the creator of the e-mail

E-mail Server Setup Max e-mail size 0–65535 kB	Specifies the maximum e-mail size in kilobytes **Note:** E-mail above the specified size is not sent.
E-mail Server Setup Size Error Message	Sends a message when an e-mail is greater than the configured size limit
E-mail Server Setup Limit destinations	Sends an e-mail only when the address contains the domain name, such as a company domain name **Notes:** • E-mail can only be sent to the specified domain. • The limit is one domain.

E-mail Server Setup
 	
Web Link Setup
    Server
    Login
    Password
    Path
    Base file name
    Web Link
	Defines the path name
	
	Note: Defines the path. For example: /directory/path
	The following characters or symbols are invalid entries for a path name: *** : ? < > |**.

FTP Settings menu

Menu item	Description
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg)	Specifies the format of the FTP file **Note:** PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6	Sets the version level of the PDF file for FTP **Note:** 1.5 is the factory default setting.

Menu item	Description

Content
    Text/Photo
    Photograph
    Text
	Specifies the type of content that will be scanned to FTP
	
	Notes:
	
	• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.
	• Photograph is used when the document is a high-quality photograph or inkjet print
	• Text is used when the document is mostly text.

Color
    Gray
    Color
	Specifies whether a job prints in grayscale or color
	
	Note: Gray is the factory default setting.

Resolution
    75
    150
    200
    300
    400
    600
	Specifies how many dots per inch are scanned
	
	Note: 150 dpi is the factory default setting.

Darkness -5 to +5	Lightens or darkens the output **Note:** 5 is the factory default setting.

Orientation
    Portrait
    Landscape
	Specifies the orientation of the scanned image
	
	Note: Portrait is the factory default setting.

Original Size
    Letter
    Legal
    Executive
    Tabloid
    Folio
    Statement
    A3
    A4
    A5
    JIS B4
    JIS B5
    Book Original
    4 x 6
    3 x 5
    Business Card
    Auto Size Sense
    Mixed Sizes
	Specifies the paper size of the document that is being scanned
	
	Note: Letter is the US factory default setting. A4 is the international factory default setting.

Menu item	Description
Duplex Off Long edge Short edge	Specifies how the text and graphics are oriented on the page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation). • Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).
Photo JPEG Quality 5–90	Sets the quality of a JPEG photo image in relation to file size and the quality of the image **Notes:** • 50 is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu item applies to all scan functions.
JPEG Quality 5–90	Sets the quality of a JPEG text or text/photo image in relation to file size and the quality of the image **Notes:** • 75 is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu item applies to Text, Text/Photo, and all scan functions.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. **Notes:** • On is the factory default setting. • This menu item applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether the transmission log prints **Note:** Print log is the factory default setting.
Log Paper Source Tray <x> Manual Feeder	Specifies a paper source for FTP logs **Note:** Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin 1	Specifies an output bin for the FTP log

Menu item	Description
FTP bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off **Note:** 8 bit is the factory default setting.
Base File Name <none>	Lets you enter a base file name
Custom Job Scanning On Off	Lets you copy a document that contains mixed paper sizes into a single job
Scan Preview On Off	Specifies whether a preview will appear on the display for scan jobs **Note:** Off is the factory default setting.
Allow Save as Shortcut On Off	Enables shortcut creation for FTP addresses **Note:** On is the factory default setting.
Background Removal -4 to +4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.
Contrast Best for Content 0–5	Specifies the contrast of the output **Note:** Best for content is the factory default setting.
Shadow Detail -4 to +4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.
Scan edge to edge On Off	Specifies if the original document is scanned edge-to-edge **Note:** Off is the factory default setting.

Scan to USB Settings

Menu item	Description
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg)	Specifies the format of the file
PDF Version 1.2–1.6	Sets the version of the PDF file that will be scanned to USB

Menu item	Description

Content
    Text/Photo
    Photograph
    Text
	Specifies the type of content that will be scanned to USB
	
	Notes:
	
	• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.
	• Photograph is used when the document is a high-quality photograph or inkjet print
	• Text is used when the document is mostly text.

Color
    Gray
    Color
	Specifies whether job prints in grayscale or color
	
	Note: Gray is the factory default setting.

Resolution
    75
    150
    200
    300
    400
    600
	Specifies how many dots per inch are scanned
	
	Note: 150 dpi is the factory default setting.

Darkness -5 to +5	Lightens or darkens the output **Note:** 5 is the factory default setting.

Orientation
    Portrait
    Landscape
	Specifies the orientation of the scanned image
	
	Note: Portrait is the factory default setting.

Original Size
    Letter
    Legal
    Executive
    Tabloid
    Folio
    Statement
    A3
    A4
    A5
    JIS B4
    JIS B5
    Book Original
    4 x 6
    3 x 5
    Business Card
    Auto Size Sense
    Mixed Sizes
	Specifies the paper size of the document that is being scanned
	
	Note: Letter is the US factory default setting. A4 is the international factory default setting.

Menu item	Description
Duplex Off Long edge Short edge	Specifies how the text and graphics are oriented on the page **Notes:** • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation). • Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation).
Photo JPEG Quality 5–90	Sets the quality of a JPEG photo image in relation to file size and the quality of the image **Notes:** • 50 is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu item applies to all scan functions.
JPEG Quality 5–90	Sets the quality of a JPEG text or text/photo image in relation to file size and the quality of the image. **Notes:** • 75 is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu item applies to Text, Text/Photo, and all scan functions.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to USB job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. **Notes:** • On is the factory default setting. • This menu item applies to all scan functions.
Scan bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off **Note:** 8 bit is the factory default setting.
Base File Name <none>	Enter a base file name
Custom Job scanning Off On	Lets you copy a document that contains mixed paper sizes into a single job
Scan Preview On Off	Specifies whether a preview will appear on the display for scan jobs **Note:** Off is the factory default setting.

Menu item	Description
Background Removal 　-4 to +4	Adjusts the amount of background visible on a copy **Note:** 0 is the factory default setting.
Contrast 　Best for content 　0–5	Specifies the contrast of the output **Note:** "Best for content" is the factory default setting.
Shadow Detail 　-4 to +4	Adjusts the amount of shadow detail visible on a copy **Note:** 0 is the factory default setting.
Scan edge to edge 　On 　Off	Specifies if the original document is scanned edge-to-edge **Note:** Off is the factory default setting.

Print Settings

Finishing menu

Menu item	Description
Duplex 　On 　Off	Specifies whether duplex (2-sided) printing is set as the default for all print jobs **Notes:** • Off is the factory default setting. • To set 2-sided printing from the software program, click **File ➜ Print**, and then click **Properties**, **Preferences**, **Options**, or **Setup**.
Duplex Bind 　Long Edge 　Short Edge	Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page **Notes:** • Long Edge is the factory default setting. • Long Edge specifies that binding be placed on the left edge of portrait pages and the top edge of landscape pages. • Short Edge specifies that binding be placed on the top edge of portrait pages and the left edge of landscape pages.
Copies 　1–999	Specifies a default number of copies for each print job **Notes:** • 1 is the factory default setting. • To specify the number of copies for a specific print job, from the software program, click **File ➜ Print**, and then click **Properties**, **Preferences**, **Options**, or **Setup**. Software settings always override control panel settings.
Blank Pages 　Do Not Print 　Print	Specifies whether blank pages are inserted in a print job **Note:** Do Not Print is the factory default setting.

Menu item	Description
Collation On Off	Stacks the pages of a print job in sequence when printing multiple copies **Notes:** - Off is the factory default setting. No pages will be collated. - The On setting stacks the print job sequentially. - Both settings print the entire job the number of times specified by the Copy menu setting.
Separator Sheets None Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted **Notes:** - None is the factory default setting. - Between Copies inserts a blank sheet between each copy of a print job if Collation is set to On. If Collation is set to Off, a blank page is inserted between each set of printed pages, such as after all page 1's, all page 2's, and so on. - Between Jobs inserts a blank sheet between print jobs. - Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or inserting blank pages in a document for notes.
Separator Source Tray <x> MP Feeder	Specifies the paper source for separator sheets **Notes:** - Tray 1 (standard tray) is the factory default setting. - From the Paper menu, Configure MP must be set to Cassette in order for MP Feeder to appear as a menu setting.
Multipage Print Off 2 Up 3 Up 4 Up 6 Up 9 Up 12 Up 16 Up	Specifies that multiple-page images be printed on one side of a sheet of paper. This is also referred to as N-up or Paper Saver. **Notes:** - Off is the factory default setting. - The number selected is the number of page images that will print per side.
Multipage Order Horizontal Vertical Reverse Horizontal Reverse Vertical	Specifies the positioning of multiple-page images when using Multipage Print **Notes:** - Horizontal is the factory default setting. - Positioning depends on the number of images and whether the images are in portrait or landscape orientation.

Menu item	Description
Multipage View Auto Long Edge Short Edge	Specifies the orientation of a multiple-page sheet **Notes:** • Auto is the factory default setting. The printer chooses between portrait and landscape. • Long Edge uses landscape. • Short Edge uses portrait.
Multipage Border None Solid	Prints a border around each page image when using Multipage Print **Note:** None is the factory default setting.
Staple Job Off Auto Front Back 2 Staples 4 Staples	Specifies the number and position of staples on a print job **Notes:** • This menu is available only when the finisher is installed. • Off is the factory default setting. Print jobs are not stapled. • Auto corner staples every print job. • Envelopes are not stapled.
Hole Punch On Off	Specifies whether a print job receives hole-punch finishing **Notes:** • This menu is available only when the finisher is installed. • Off is the factory default setting. Print jobs are not hole punched. • The On setting instructs the finisher to hole punch every print job.
Hole Punch Mode 2 holes 3 holes 4 holes	Specifies the number of holes punched **Notes:** • 3 is the US factory default setting. The 3 holes setting is available only for the 3-hole finisher. • 4 is the international factory default setting. The 4 holes setting is available only for the 4-hole finisher. • This menu is available only when the finisher is installed.
Offset Pages None Between Copies Between Jobs	Stacks copies or print jobs into staggered sets in an output bin **Notes:** • None is the factory default setting. No pages are offset during the print job. • Between Copies offsets each copy of a print job. • Between Jobs offsets each print job.

Quality menu

Menu item	Description
Print Mode Color Black Only	Specifies whether images are printed in grayscale or in color **Note:** Color is the factory default setting.
Color Correction Auto Off Manual	Adjusts the color output on the printed page **Notes:** • Auto is the factory default setting. Auto applies different color conversion tables to each object on the printed page. • Off turns off color correction. • Manual allows customization of the color tables using the settings available from the Manual Color menu. • Due to the differences in additive and subtractive colors, certain colors that appear on computer monitors are impossible to duplicate on the printed page.
Print Resolution 2400 IQ	Specifies the printed output resolution **Note:** 2400 IQ is the factory default setting.
Toner Darkness 1–5	Lightens or darkens the printed output **Notes:** • 4 is the factory default setting. • Selecting a smaller number can help conserve toner. • If Print Mode is set to Black Only, a setting of 5 increases toner density and darkness to all print jobs. • If Print Mode is set to Color, a setting of 5 is the same as a setting of 4.
Color Saver On Off	Reduces the amount of toner used for graphics and images. The amount of toner used for text is not reduced. **Notes:** • Off is the factory default setting. • On overrides Toner Darkness settings.
RGB Brightness -6 to +6	Adjusts brightness in color outputs **Notes:** • 0 is the factory default setting. • -6 is the maximum decrease. 6 is the maximum increase. • This does not affect files where CMYK color specifications are being used.
RGB Contrast 0–5	Adjusts contrast in color outputs **Notes:** • 0 is the factory default setting. • This does not affect files where CMYK color specifications are being used.

Menu item	Description
RGB Saturation 0–5	Adjusts saturation in color outputs **Notes:** • 0 is the factory default setting. • This does not affect files where CMYK color specifications are being used.
Color Balance Cyan -5–5 Magenta -5–5 Yellow -5–5 Black -5–5 Reset Defaults	Adjusts color in printed output by increasing or decreasing the amount of toner being used for each color **Note:** 0 is the factory default setting.
Color Samples sRGB Display sRGB Vivid Display—True Black Vivid Off—RGB US CMYK Euro CMYK Vivid CMYK Off—CMYK	Prints sample pages for each of the RGB and CMYK color conversion tables used in the printer **Notes:** • Selecting any setting prints the sample. • Color samples consist of a series of colored boxes along with the RGB or CMYK combination that creates the color observed. These pages can be used to help decide which combinations to use to get the desired printed output. • From a browser window, type the IP address of the printer to access a complete list of color sample pages from the Embedded Web Server.
Manual Color RGB Image Vivid sRGB Display Display—True Black sRGB Vivid Off RGB Text Vivid sRGB Display Display—True Black sRGB Vivid Off RGB Graphics Vivid sRGB Display Display—True Black sRGB Vivid Off	Customizes the RGB color conversions **Notes:** • sRGB Display is the factory default setting for RGB Image. This applies a color conversion table to an output that matches the colors displayed on a computer monitor. • sRGB Vivid is the factory default setting for RGB Text and RGB Graphics. sRGB Vivid applies a color table that increases saturation. This is preferred for business graphics and text. • Vivid applies a color conversion table that produces brighter, more saturated colors. • Display—True Black applies a color conversion table that uses only black toner for neutral gray colors. • Off turns off color conversion.

Menu item	Description

Manual Color
    CMYK Image
        US CMYK
        Euro CMYK
        Vivid CMYK
        Off
    CMYK Text
        US CMYK
        Euro CMYK
        Vivid CMYK
        Off
    CMYK Graphics
        US CMYK
        Euro CMYK
        Vivid CMYK
        Off
	Customizes the CMYK color conversions
	
	Notes:
	
	• US CMYK is the US factory default setting. US CMYK applies a color conversion table that tries to produce output that matches SWOP color output.
	• Euro CMYK is the international factory default setting. Euro CMYK applies a color conversion table that tries to produce output that matches EuroScale color output.
	• Vivid CMYK increases color saturation for the US CMYK color conversion table.
	• Off turns off color conversion.

Color Adjust <none>	Initiates color calibration

Utilities menu

Menu item	Description

Factory Defaults
    Do Not Restore
    Restore Now
	Returns the printer settings to the factory default settings
	
	Notes:
	
	• Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings.
	• All printer settings are returned to factory default settings except Display Language and the settings in the Parallel menu, Serial menu, Network menu, and USB menu.
	• All downloads stored in RAM are deleted. Downloads stored in flash memory or on the printer hard disk are not affected.

Format Disk
    Yes
    No
	Formats the printer hard disk
	
	Notes:
	
	• A printer hard disk must be installed in the printer and operating properly for this menu item to be available. The disk must not be Read/Write or Write protected.
	• No cancels the format request.
	• Selecting Yes deletes all stored data and reformats the printer hard disk.

Menu item	Description
Job Acct Stat Print Clear	Prints a list of all stored job statistics or deletes the information from the printer hard disk **Notes:** - A printer hard disk must be installed in the printer and operating properly for this menu item to be available. - Selecting Print prints a list of statistics. - Clear deletes all job statistics stored on the printer hard disk. **`Clearing job account statistics`** appears on the display. - The Clear selection will not appear if Job Accounting is set to MarkTrack™.
Activate Hex Trace <none>	Assists in isolating the source of a print job problem **Notes:** - When Hex Trace is activated, all data sent to the printer is printed in hexadecimal and character representation and control codes are not executed. - To exit Hex Trace, turn the printer off, or reset the printer.
Coverage Estimator Off On	Provides an estimate of the percentage coverage of cyan, magenta, yellow, and black on a page. The estimate is printed on a separator page. **Note:** Off is the factory default setting.

Setup menu

Menu item	Description
Printer Language PS Emulation PCL Emulation	Specifies the printer language used to communicate data from the computer to the printer **Notes:** - PCL emulation uses a PCL interpreter for processing print jobs. PostScript emulation uses a PS interpreter for processing print jobs. PPDS emulation uses a PPDS interpreter for processing print jobs. - The factory default printer language varies depending on the type of printer purchased. - Setting a printer language as the default does not prevent a program from sending print jobs that use another printer language.
Resource Save Off On	Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a job that requires more memory than is available **Notes:** - Off is the factory default setting. Off sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs. - The On setting retains the downloads during language changes and printer resets. If the printer runs out of memory, **`38 Memory Full`** appears, and downloads are not deleted.

Menu item	Description
Black Only Mode Off On	Prints all text and graphics using only the black toner cartridge
Printer Usage Max Speed Max Yield	Specifies how the printer processes jobs with black and white and color information **Notes:** • Max Speed prints in a black only mode until it receives a page with color content. Then, it prints in color and does not switch to black only until it receives ten consecutive black-and-white pages. • Max Yield switches from black to color mode based on the color content found on each page.
Download Target RAM Disk	Sets the storage location for downloads **Notes:** • RAM is the factory default setting. • Storing downloads in flash memory or on a printer hard disk places them in permanent storage. Downloads remain in flash memory or on the printer hard disk even when the printer is turned off. • Storing downloads in RAM is temporary.
Job Accounting Off On	Specifies whether to store statistical information about the most recent print jobs on the hard disk **Notes:** • Statistical information includes whether the job printed with errors, the print time, the job size (in bytes), the requested paper size and type, the total number of printed pages, and the number of copies requested. • Job Accounting appears only when the hard disk is installed and working.
Print Area Normal Whole Page	Modifies the logical and physical print area **Notes:** • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • The Whole Page setting allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary. • The Whole Page setting only affects pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL, PPDS, or PostScript interpreter.

Menu item	Description
Factory Defaults Do Not Restore Restore Now	Returns the printer settings to the factory default settings **Notes:** • Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings. • Restore returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

PostScript menu

Menu item	Description
Print PS Error On Off	Prints a page containing the PostScript error **Note:** Off is the factory default setting.
Font Priority Resident Flash/Disk	Establishes the font search order **Notes:** • Resident is the factory default setting. • A formatted flash memory option card or printer hard disk must be installed in the printer and operating properly for this menu item to be available. • The flash memory option or printer hard disk cannot be Read/Write, Write, or password protected. • Job Buffer Size must not be set to 100%.
Image Smoothing On Off	Enhances the contrast and sharpness of low-resolution images and smooths their color transitions **Notes:** • Off is the factory default setting. • Image Smoothing has no effect on images that are 300 dpi or higher in resolution.

PCL Emul menu

Menu item	Description
Font Source Resident Disk Flash Download All	Specifies the set of fonts used by the Font Name menu item **Notes:** • Resident is the factory default setting. It shows the factory default set of fonts downloaded into RAM. • Flash and Disk settings show all fonts resident in that option. • Flash option must be properly formatted and cannot be Read/Write, Write, or password protected. • Download shows all the fonts downloaded into RAM. • All shows all fonts available to any option.
Font Name RO Courier	Identifies a specific font and the option where it is stored **Notes:** • RO Courier is the factory default setting. • RO Courier shows the font name, font ID, and storage location in the printer. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for download.
Symbol Set 10U PC-8 12U PC-850	Specifies the symbol set for each font name **Notes:** • 10U PC-8 is the US factory default setting. • 12U PC-850 is the international factory default setting. • A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown.
PCL Emulation Settings Point Size 1.00–1008.00	Changes the point size for scalable typographic fonts **Notes:** • 12 is the factory default setting. • Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. • Point sizes can be increased or decreased in 0.25-point increments.
PCL Emulation Settings Pitch 0.08–100	Specifies the font pitch for scalable monospaced fonts **Notes:** • 10 is the factory default setting. • Pitch refers to the number of fixed-space characters per inch (cpi). • Pitch can be increased or decreased in 0.01-cpi increments. • For nonscalable monospaced fonts, the pitch appears on the display but cannot be changed.

Menu item	Description

PCL Emulation Settings
 	
Orientation
   Portrait
   Landscape
	Specifies the orientation of text and graphics on the page
	
	Notes:
	
	• Portrait is the factory default setting.
	• Portrait prints text and graphics parallel to the short edge of the page.
	• Landscape prints text and graphics parallel to the long edge of the page.

PCL Emulation Settings
 	
Lines per Page
   1–255
   60
   64
	Specifies the number of lines that print on each page
	
	Notes:
	
	• 60 is the US factory default setting. 64 is the international default setting.
	• The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page.

PCL Emulation Settings
 	
A4 Width
   198 mm
   203 mm
	Sets the printer to print on A4-size paper
	
	Notes:
	
	• 198 mm is the factory default setting.
	• The 203-mm setting sets the width of the page to allow the printing of eighty 10-pitch characters.

PCL Emulation Settings
 	
Auto CR after LF
   On
   Off
	Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command
	
	Notes:
	
	• Off is the factory default setting.
	• Setting alterations are duplicated in the PPDS menu.

PCL Emulation Settings
 	
Auto LF after CR
   On
   Off
	Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command
	
	Notes:
	
	• Off is the factory default setting.
	• Setting alterations are duplicated in the PPDS menu.

Menu item	Description

Tray Renumber
  Assign MP Feeder
    Off
    None
    0–199
  Assign Tray <x>
    Off
    None
    0–199
  Assign Manual Paper
    Off
    None
    0–199
  Assign Man Env
    Off
    None
    0–199
	Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders
	
	Notes:
	
	• Off is the factory default setting.
	• None is not an available selection. It is only displayed when it is selected by the PCL 5 interpreter.
	• None ignores the Select Paper Feed command.
	• 0–199 allows a custom setting to be assigned.

Tray Renumber
  View Factory Def
    None
	Displays the factory default setting assigned to each tray, drawer, or feeder

Tray Renumber
  Restore Defaults
    Yes
    No
	Returns all tray, drawer, and feeder assignments to the factory default settings

PDF menu

Menu item	Description

Scale to Fit
  No
  Yes
	Scales page content to fit the selected page size
	
	Note: No is the factory default setting.

Annotations
  Do Not Print
  Print
	Specifies whether to print annotations in the PDF
	
	Note: Do Not Print is the factory default setting.

HTML menu

Menu item		Description

Font Name
   Albertus MT
   Antique Olive
   Apple Chancery
   Arial MT
   Avant Garde
   Bodoni
   Bookman
   Chicago
   Clarendon
   Cooper Black
   Copperplate
   Coronet
   Courier
   Eurostile
   Garamond
   Geneva
   Gill Sans
   Goudy
   Helvetica
   Hoefler Text
	Intl CG Times
	Intl Courier
	Intl Univers
	Joanna MT
	Letter Gothic
	Lubalin Gothic
	Marigold
	MonaLisa Recut
	Monaco
	New CenturySbk
	New York
	Optima
	Oxford
	Palatino
	StempelGaramond
	Taffy
	Times
	TimesNewRoman
	Univers
	Zapf Chancery
		Sets the default font for HTML documents
		
		Note: The Times font will be used in HTML documents that do not specify a font.

Menu item	Description
Font Size 1–255 pt	Sets the default font size for HTML documents **Notes:** • 12 pt is the factory default setting. • Font size can be increased in 1-point increments.
Scale 1–400%	Scales the default font for HTML documents **Notes:** • 100% is the factory default setting. • Scaling can be increased in 1% increments.

Orientation
   Portrait
   Landscape
	Sets the page orientation for HTML documents
	
	Note: Portrait is the factory default setting.

Margin Size 8–255 mm	Sets the page margin for HTML documents **Notes:** • 19 mm is the factory default setting. • Margin size can be increased in 1-mm increments.

Menu item	Description

Backgrounds
    Do Not Print
    Print
	Specifies whether to print backgrounds on HTML documents
	Note: Print is the factory default setting.

Image menu

Menu item	Description

Auto Fit
    On
    Off
	Selects the optimal paper size, scaling, and orientation
	Notes:
	• On is the factory default setting.
	• The On setting overrides scaling and orientation settings for some images.

Invert
    On
    Off
	Inverts bi-tonal monochrome images
	Notes:
	• Off is the factory default setting.
	• The font size can be increased in 1-point increments.
	• This setting does not apply to GIF or JPEG images.

Scaling
    Anchor Top Left
    Best Fit
    Anchor Center
    Fit Height/Width
    Fit Height
    Fit Width
	Scales the image to fit the selected paper size
	Notes:
	• Best Fit is the factory default setting.
	• When Auto Fit is set to On, Scaling is automatically set to Best Fit.

Orientation
    Portrait
    Landscape
    Rev Portrait
    Rev Landscape
	Sets the image orientation
	Note: Portrait is the factory default setting.

Security menu

Menu item	Description
Authentication Mode Authentication disabled NTLM LDAP LDAP and GSSAPI Internal Kerberos 5	Specifies the authentication method **Notes:** • Authentication disabled is the factory default setting. • If "Authentication disabled" is selected, Function Access settings requiring user IDs or passwords are ignored. • For LDAP and LDAP + GSSAPI, use the printer Embedded Web Server interface.
Auto 'Log out' delay 1–60	Sets a delay in seconds at the home screen before an authenticated user is automatically logged off **Note:** 3 is the factory default setting.
Scan to PC Port Range <none>	Used by the system support person who has a portblocking firewall between the printer and their users
Function Access Menus 　Enable 　Disable	Enables access to the menus **Note:** Enable is the factory default setting.
Function Access Copy Access 　No authentication required 　Require User ID only 　Require User ID and Password 　Function disabled	Enables access to copy functions **Notes:** • Enable is the factory default setting. • If Function Disabled is selected, the menu item does not appear on the display.
Function Access Fax Access 　No authentication required 　Require User ID only 　Require User ID and Password 　Function disabled	Enables access to the scan to fax functions **Notes:** • Enable is the factory default setting. • If Function Disabled is selected, the menu item does not appear on the display.
Function Access E-mail 　No authentication required 　Require User ID only 　Require User ID and Password 　Function disabled	Enables access to the scan to e-mail functions

Menu item	Description

Function Access
 	
FTP Access
   No authentication required
   Require User ID only
   Require User ID and Password
   Function disabled
	Enables access to the scan to FTP functions

Function Access
 	
Held Jobs Access
   No authentication required
   Require User ID only
   Require User ID and Password
   Function disabled
	Enables access to held jobs

Function Access
 	
Flash Drive Scan
   No authentication required
   Require User ID only
   Require User ID and Password
   Function disabled
	Enables access to Flash Drive Scan functions
	
	Notes:
	
	• "No authentication required" is the factory default setting.
	• Selecting Function Disabled prevents the Scan button from appearing.
	• Selecting "No authentication required" lets any user perform the scan.
	• If either "Require User ID only" or "Require User ID and Password" is selected, when the Scan to USB Drive button is touched, a prompt for authentication appears. The same prompt occurs if a function button, like Scan or E-mail, is touched on the home screen.
	• If Function Disabled is selected, the menu item does not appear on the display.

Function Access
 	
Flash Drive Print
   No authentication required
   Require User ID only
   Require User ID and Password
   Function disabled
	Enables access to Flash Drive Print functions
	
	Notes:
	
	• "No authentication required" is the factory default setting.
	• Selecting Function Disabled causes any file on the Flash Drive to be unprintable. When the file is selected for printing, an unrecognized file screen appears. The only choice is to delete the file.
	• Selecting "Require User ID only" or "Require User ID and Password" causes the authentication screen to appear when the Print button is touched. The user must log on before printing takes place.
	• If Function Disabled is selected, the menu item does not appear on the display.

Menu item	Description

Function Access
    Profile Access
    No authentication required
        Require User ID only
        Require User ID and Password
        Function disabled
	Enables access to profiles

Confidential Print
    Max Invalid PIN
        2–10
        Off
	Limits the number of times an invalid PIN can be entered before jobs associated with a user id are deleted
	
	Notes:
	
	• Off is the factory default setting.
	• This menu item appears only when a hard disk is installed.

Confidential Print
    Job Expiration
        Off
        1 hour
        4 hours
        24 hours
        1 week
	Specifies the amount of time a confidential job is held in memory before it is deleted
	
	Note: Off is the factory default setting.

Password Protect
    Supplies Menu
        Accept Advanced Password only
        Accept Advanced and User Passwords
        Not Protected
	Protects access to the Supplies menu
	
	Note: "Accept Advanced Password only" is the factory default setting.

Password Protect
    Paper Menu
        Accept Advanced Password only
        Accept Advanced and User Passwords
        Not Protected
	Protects access to the Paper menu
	
	Note: "Accept Advanced Password only" is the factory default setting.

Password Protect
    Reports
        Accept Advanced Password only
        Accept Advanced and User Passwords
        Not Protected
	Protects access to the Reports menu
	
	Note: "Accept Advanced Password only" is the factory default setting.

Menu item	Description

Password Protect
 	
Settings
    Accept Advanced
    Password only
    Accept Advanced and
    User Passwords
    Not Protected
	Protects access to the Settings menu
	
	Notes:
	
	• "Accept Advanced Password only" is the factory default setting.
	• Protection is not applied unless a valid password is set.
	• The password protects the following menus: General Settings, Copy Settings, Fax Settings, E-mail Settings, FTP Settings, Print Settings, and Set Date and Time.
	• Security is protected when a password is set. If both the Advanced and User Passwords are set, only the Advanced Password is valid for security.

Password Protect
 	
Network/Ports
    Accept Advanced
    Password only
    Accept Advanced and
    User Passwords
    Not Protected
	Protects access to the Network/Ports menu
	
	Note: "Accept Advanced Password only" is the factory default setting.

Password Protect
 	
Shortcuts
    Accept Advanced
    Password only
    Accept Advanced and
    User Passwords
    Not Protected
	Protects access to shortcut settings
	
	Note: "Accept Advanced Password only" is the factory default setting.

Password Protect
 	
Create Scan Profile
    Accept Advanced
    Password only
    Accept Advanced and
    User Passwords
    Not Protected
	Protects access to scan profile creation settings
	
	Note: "Accept Advanced Password only" is the factory default setting.

Password Protect
 	
LES configuration
    Accept Advanced
    Password only
    Accept Advanced and
    User Passwords
    Not Protected
	Protects access to embedded solutions settings
	
	Note: "Accept Advanced Password only" is the factory default setting.

Password Protect
 	
Create/Change Passwords
    Create Advanced
    Password
    Create User Password
    Create Device Lockout
    Pin
	Protects access to password settings

Menu item	Description

Password Protect
  NTLM Authentication Setup
    Register with NT Domain
    Domain Name
    Domain PDC
	Allows registration or registration removal for printers with an NT domain
	
	Notes:
	
	• Domain Name—Enter the text entry for the domain name. The factory default for the variable domain name is <domain>. Use the virtual keyboard to enter the text.
	• Domain PDC Name—Enter the text entry for the domain PDC name. The factory default for the Domain PDC Name variable is an asterisk (*). Use the virtual keyboard to enter the text.

Set Date and Time

Menu item		Description

Time Zone
  Not Set
  US Hawaii
  US Alaska
  US Can/Pacific
  Tijuana
  US Can/
  Mountain
  US Can/Central
  US Can/Eastern
  US Can/Atl
  Newfoundland
  Brasilia, Braz.
  Mid-Atlantic
  Azores
  Cape Verde Is.
  GMT
  Ireland
  London
  Central Europe
  Amsterdam
  Berlin
  Bern
  Brussels
  Lisbon
  Madrid
	Paris
	Prague
	Rome
	Stockholm
	Vienna
	Warsaw
	Eastern Europe
	Cairo
	Helsinki
	Athens
	Istanbul
	Israel
	South Africa
	Moscow
	Tehran, Iran
	Beijing, China
	Urumqi
	Aus Western
	Aus Central
	Aus Eastern
	Queensland
	Tasmania
	Northern Ter.
	New Zealand
	Korea
	Japan
		Specifies the time zone for the fax
		
		Note: Not Set is the factory default setting.

Menu item	Description
Current Date and Time <none>	Displays the date and time that are associated with scan, copy, fax, e-mail, and FTP functions
Year 2003–2028	Specifies the year

Menu item	Description
Month January February March April May June July August September October November December	Specifies the month
Day 0–31	Specifies the day
Hour 0–23	Specifies the hour
Minute 0–59	Specifies the minute
DST Mode Automatic Manual	Accommodates Daylight Savings Time changes **Notes:** • Automatic is the factory default setting. The time is set by the server. • Manual allows manual time changes.
Daylight Savings Yes No	Specifies whether Daylight Savings time is applicable
Time Server IP None	Specifies the time server IP address **Note:** The time server must be set to None to allow permanent manual time and date changes.
Time Server Name <none>	Specifies the IP address of the time server
Allow NTP Broadcast On Off	Allows the synchronization of time among a set of distributed time servers and clients **Note:** Off is the factory default setting.

Network/Ports menu

TCP/IP menu

Use the following menu items to view or set the TCP/IP information.

Note: This menu is available only for network models or printers attached to print servers.

Menu item	Description
TCP/IP Set Hostname Address Netmask Gateway	Specifies the current TCP/IP address information **Note:** This is a four-field IP address.

TCP/IP
Set static IP address
    Address
    Netmask
    Gateway
	Configures the TCP/IP address information

TCP/IP
Enable DHCP
    On
    Off
Enable RARP
    On
    Off
Enable BOOTP
    On
    Off
AutoIP
    On
    Off
Enable FTP/TFTP
    On
    Off
HTTP Server Enabled
    On
    Off
	Lets you view or change the setting
	Note: On is the factory default setting.

Menu item	Description

TCP/IP
    WINS Server Address
    DNS Server Address
    Backup DNS Server Address
    Domain Search Order
    Restricted Server List
    MTU
    Default TTL
    DDNS
    mDNS
    Zero Configuration Name
    SLP Broadcast
        On
        Off
    LPD Timeout
    LPD Banner Page
        On
        Off
    LPD Trailer Page
        On
        Off
    LPD Carriage Return
    Conversion
        On
        Off
	Lets you view or change the setting

IPv6 menu

Use the following menu items to view or set the Internet Protocol version 6 (IPv6) information.

Note: This menu is available only for network models or printers attached to print servers.

Menu item	Description

IPv6
    Enable IPv6
        Yes
        No
	Enables IPv6 in the printer
	Note: Yes is the factory default setting.

IPv6
    Auto Configuration
        On
        Off
	Enables the network adapter to accept the automatic IPv6 address configuration entries provided by a router
	Note: On is the factory default setting.

IPv6
    Hostname
    Address
    Router Address
	Specifies the setting

Menu item	Description

IPv6
    Enable DHCPv6
        Yes
        No
	Enables DHCPv6 in the printer
	Note: No is the factory default setting.

E-mail Server Setup menu

Use the following menu to configure the SMTP e-mail server.

Menu item	Description

E-mail Server Setup
    Primary SMTP Gateway
    Primary SMTP Gateway Port
    Secondary SMTP Gateway
    Secondary SMTP Gateway Port
	Specifies SMTP server port information
	Note: 25 is the default SMTP gateway port.

E-mail Server Setup
    SMTP Timeout
        5–30
	Specifies the amount of time in seconds before the server stops trying to send the e-mail
	Note: 30 seconds is the factory default setting.

E-mail Server Setup
    SMTP Server Authentication
        Off
        Device Userid and password
        User ID and password
        User e-mail and password
	Specifies the type of user authentication required for scan to e-mail privileges
	Note: Off is the factory default setting.

E-mail Server Setup
    Device Userid
    Password
    Reply Address
    Subject
    Message
	Specifies e-mail server information
	Note: The message box has a limitation of 512 characters.

E-mail Server Setup
    Send me a copy
        Never appears
        On by default
        Off by default
        Always On
	Sends a copy of the e-mail back to the creator of the e-mail

E-mail Server Setup
    Max e-mail size
        0–65535 kB
	Specifies the maximum e-mail size in kilobytes
	Note: E-mail above the specified size is not sent.

E-mail Server Setup Size Error Message	Sends a message when an e-mail is greater than the configured size limit

Menu item	Description
E-mail Server Setup Limit destinations	Sends an e-mail only when the address contains the domain name, such as a company domain name **Notes:** • E-mail can only be sent to the specified domain. • The limit is one domain.

E-mail Server Setup
   Web Link Setup
      Server
      Login
      Password
      Path
      Base file name
      Web Link
	Defines the path name
	Note: Defines the path. For example: /directory/path
	The following characters or symbols are invalid entries for a path name: *** : ? < > |** .

Active NIC menu

Menu item	Description

Active NIC
   Auto
   Standard Network
	Select one network card to communicate across a network

Standard Network menu

Menu item	Description

PCL SmartSwitch
   On
   Off
	Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language
	Notes:
	• On is the factory default setting.
	• When the Off setting is used, the printer does not examine incoming data.
	• When the Off setting is used, the printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.

PS SmartSwitch
   On
   Off
	Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language
	Notes:
	• On is the factory default setting.
	• When the Off setting is used, the printer does not examine incoming data.
	• When the Off setting is used, the printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Off Auto	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. • Changing this setting from the control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
Network Buffer Auto 3k to <maximum size allowed>	Sets the size of the network input buffer **Notes:** • Auto is the factory default setting. • The value can be changed in 1k increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel, serial, and USB buffers. • Changing this setting from the control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
Job Buffering On Off Auto	Temporarily stores jobs on the printer hard disk before printing **Notes:** • Off is the factory default setting. • The On value buffers jobs on the printer hard disk. This menu selection appears only when a formatted disk is installed and is not defective. • The Auto setting buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
Mac Binary PS On Off Auto	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • The Off setting filters print jobs using the standard protocol. • The On setting processes raw binary PostScript print jobs.

Standard USB menu

Menu item	Description
PCL SmartSwitch On Off	Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When the Off setting is used, the printer does not examine incoming data. • When the Off setting is used, the printer uses PostScript emulation if the PS Smartswitch setting is On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch setting is Off.
PS SmartSwitch On Off	Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language **Notes:** • On is the factory default setting. • When the Off setting is used, the printer does not examine incoming data. • When the Off setting is used, the printer uses PCL emulation if the PCL Smartswitch setting is On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch setting is Off.
NPA Mode On Off Auto	Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol **Notes:** • Auto is the factory default setting. • Changing this setting from the control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
USB Buffer Disabled Auto 3k to <maximum size allowed>	Sets the size of the USB input buffer **Notes:** • Auto is the factory default setting. • The Disabled setting turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed. • The USB buffer size value can be changed in 1k increments. • The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether the Resource Save setting is On or Off. • To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the control panel and then exiting the menus causes the printer to restart. The menu selection is updated.

Menu item	Description
Job Buffering On Off Auto	Temporarily stores jobs on the printer hard disk before printing **Notes:** • Off is the factory default setting. • The On setting buffers jobs on the printer hard disk. • The Auto setting buffers print jobs only if the printer is busy processing data from another input port. • Changing this setting from the control panel and then exiting the menus causes the printer to restart. The menu selection is updated.
Mac Binary PS On Off Auto	Sets the printer to process Macintosh binary PostScript print jobs **Notes:** • Auto is the factory default setting. • The Off setting filters print jobs using the standard protocol. • The On setting processes raw binary PostScript print jobs.

NetWare menu

Menu item	Description
Login Name <none>	Specifies the assigned NetWare login name
Print Mode PSERVER RPRINTER	Shows the assigned NetWare print mode
Network Number <none>	Specifies the assigned NetWare network number
Activate On Off	Activates or deactivates NetWare support **Note:** On is the factory default setting.
Ethernet 802.2 On Off	Enables the Ethernet 802.2 frame type setting **Note:** On is the factory default setting.
Ethernet 802.3 On Off	Enables the Ethernet 802.3 frame type setting **Note:** On is the factory default setting.
Ethernet Type II On Off	Enables the Ethernet Type II frame type setting **Note:** On is the factory default setting.
Ethernet SNAP On Off	Enables the Ethernet Snap frame type setting **Note:** On is the factory default setting.

Menu item	Description

Packet Burst
    On
    Off
	Reduces network traffic by allowing the transfer and acknowledgement of multiple data packets to and from the NetWare server
	Note: Off is the factory default setting.

NSQ/GSQ Mode
    On
    Off
	Sets the NSQ/GSQ Mode setting
	Note: Off is the factory default setting.

AppleTalk menu

Menu item	Description
View Name <none>	Shows the assigned AppleTalk name
View Address <none>	Shows the assigned AppleTalk address

Activate
    Off
    On
	Activates or deactivates AppleTalk support
	Note: On is the factory default setting.

Set Zone <list of zones available on the network>	Provides a list of AppleTalk zones available on the network **Note:** The default setting is the default zone for the network. If no default zone exists, the zone marked with an * is the default setting.

LexLink menu

Menu item	Description
View Nickname <none>	Shows the assigned LexLink nickname

Activate
    On
    Off
	Activates or deactivates LexLink support
	Note: On is the factory default setting.

Help menu

The Help menu consists of Help pages that are stored in the printer as PDFs. They contain reference information about using the printer and performing tasks. You may select to print each one individually, or select `Print all guides` to print all of them at one time.

English, French, German, and Spanish translations are stored in the printer. Other translations are available on the *Software and Documentation* CD.

Menu item	Description
Print all guides	Prints all the guides
Information guide	Provides help in locating additional information
Copy guide	Provides information about making copies and changing settings

Menu item	Description
E-mail guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and changing settings
Fax guide	Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and changing settings
FTP guide	Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and changing settings
Print defects guide	Provides help in resolving repeating defects in copies or prints
Supplies guide	Provides part numbers for ordering supplies

Understanding printer messages

List of status and error messages

Answering

The printer is answering a fax call. Wait for the message to clear.

Bin <x> Full

Remove the stack of paper from the specified exit bin to clear the message.

Busy

Wait for the message to clear.

Calibrating

Wait for the message to clear.

Call complete

A fax call is completed. Wait for the message to clear.

Cancel not available

Wait for the message to clear.

Canceling

Wait for the message to clear.

Change <src> to <x>

You can change the current paper source for the remainder of the print job. The formatted page will print on the paper loaded in the selected tray. This may cause clipping of text or images.

- Select the paper tray with the correct paper size.
- Touch **Use current [src]** to ignore the message and print from the tray selected for the print job.
- Touch **Continue** to continue the job if the correct size and type are loaded in the tray, and this size and type are specified in the control panel Paper menu.

  Note: If you touch Continue when there is no paper in the tray, the job is not continued.

- Touch **Cancel job** to cancel the current job.

Check <src> guides

The printer cannot determine the size of the paper.

- Readjust the paper guides.
- Check the tray configuration.

Clearing job accounting statistics

Wait for the message to clear.

Close cover <x>

Close the specified cover to clear the message.

Close door <x>

Close the specified door.

Connect <x>bps

The fax is connected. Wait for the message to clear.

Note: <x> is the baud rate per second.

Copies

Enter the desired number of copies.

Defragmenting Flash DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not turn the printer off while this message appears on the display.

Delete/Delete all/Delete all confidential jobs

- Touch **Delete Entry** to delete the specified job.
- Touch **Delete All** to delete all listed jobs.
- Touch **Delete All Confidential Jobs** to delete all listed confidential jobs.

Deleting

Wait for the message to clear.

Dialing

A fax number is dialed. If the number is too long to fit on the screen, only the word **Dialing** appears. Wait for the message to clear.

Disk Corrupted. Reformat?

The printer attempted a hard disk recovery on a corrupted hard disk, and the hard disk cannot be repaired. The hard disk must be reformatted.

Touch **Reformat disk** to reformat the hard disk and clear the message.

Note: Reformatting the disk deletes all the files currently stored on the disk.

Disk recovery x/y XX% DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not power off while the printer is attempting to recover the printer hard disk.

Disk recovery takes place in several phases. The percentage completed during each phase appears on the display.

Empty hole punch box

Empty the hole punch box, and then reinsert it into the finisher. Wait for the message to clear.

Encrypting disk x/y XX% DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not power off while the printer is encrypting the printer hard disk.

The percentage completed appears on the display.

Enter PIN

Enter the PIN you created in Print Properties when the confidential job was sent for printing.

Enter PIN to lock

Enter the PIN you created to lock the control panel and prevent menu changes.

Error reading USB drive

Remove the device and wait for the message to clear. The USB drive may be corrupted.

Fax failed

The fax failed to be sent. Wait for the message to clear.

Flushing buffer

Wait for the message to clear.

Formatting Disk x/y XX% DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not power off while the printer is formatting the printer hard disk.

The percentage completed appears on the display.

Formatting Flash DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not power off while the printer is formatting the flash memory.

Incorrect orientation

Change the orientation of the paper in the tray or the position of the paper guides. Make sure the print job is requesting the correct paper size.

Insert hole punch box

Insert the hole punch box into the finisher. Wait for the message to clear.

Insert Tray <x>

Insert the specified tray into the printer.

Internal System Error, Reload Bookmarks

- Reload the bookmarks.
- Touch **Continue** to clear the message and continue printing.

Internal System Error, Reload Security Certificates

- Reload the security certificates.
- Touch **Continue** to clear the message and continue printing.

Invalid Engine Code

You need to download valid engine code for the printer.

For information about downloading code, see the *User's Guide* on the *Software and Documentation* CD.

Note: Engine code may be downloaded while this message appears on the display.

Invalid file format

A file stored on the USB drive is invalid. The file extension is correct, but the file contents are not properly formatted. Convert files to any of the following supported file types: .pdf, .gif, .jpeg, .jpg, .bmp, .png, .tiff, .tif, .pcx, or .dcx.

Invalid PIN

Enter a valid PIN.

Invalid Network Code

You need to download valid network printing code for the internal print server. The internal print server is a hardware option installed inside the printer.

Note: Network code may be downloaded while this message appears on the display.

Job stored for delayed transmission

The scanning completes for a delayed send fax job. Wait for the message to clear.

Line busy

A fax number is dialed, but the fax line is busy. Wait for the message to clear.

Load manual feeder with <x>

- Load the specified paper in the multipurpose feeder.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default source.
- Cancel the current job.

Load staples <x>

- Replace the specified staple cartridge in the finisher.
- Touch **Continue** to clear the message and continue printing without stapling.
- Cancel the print job.

Load <src> with <x>

- Load the paper tray or other source with the correct paper type and size.
- Cancel the current job.

Menus are disabled

The printer menus are disabled. The printer settings cannot be changed from the control panel. Contact your system support person for help.

Note: When menus are disabled, it is still possible to cancel a print job, print a confidential job, or print a held job.

Network/Network <x>

The printer is connected to the network.

`Network` indicates that the printer is using the standard network port built into the printer system board. `Network` `<x>` indicates that an internal print server is installed inside the printer or that the printer is connected to an external print server.

No answer

A fax number is dialed, but no connection is made. Wait for the message to clear.

No dial tone

The printer does not have a dial tone. Wait for the message to clear.

No held jobs

Wait for the message to clear.

No jobs to cancel

Wait for the message to clear.

No recognized file types

Either there are no files saved on the USB drive, or the files saved are not supported. Convert files to any of the following supported file types: .pdf, .gif, .jpeg, .jpg, .bmp, .png, .tiff, .tif, .pcx, or .dcx.

Power Saver

The printer is saving power while it waits for the next print job.

- Send a job to print.
- Touch ⬦ to warm the printer to normal operating temperature. Afterwards, `Ready` appears.

Printer locked, enter PIN to unlock

The control panel is locked. Enter the correct PIN to unlock it.

Printing

Wait for the message to clear.

Programming disk DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not turn the printer power off while `Programming disk` appears on the display.

Programming flash DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not turn the printer power off while `Programming flash` appears on the display.

Programming System Code DO NOT POWER OFF

Wait for the message to clear.

Warning: Do not turn the printer power off while `Programming System Code` appears on the display.

Queued for sending

The scanning process of a fax job completed, but the job is not sent yet because another fax job is being sent or received. Wait for the message to clear.

Reading USB drive DO NOT REMOVE

Wait for the message to clear.

Ready

The printer is ready to receive print jobs.

Receive complete

The printer has received an entire fax job. Wait for the message to clear.

Receiving page <n>

The printer receives page <n> of the fax job, where <n> is the number of the page received. Wait for the message to clear.

Remote Management Active DO NOT POWER OFF

The printer settings are being configured. Wait for the message to clear.

Warning: Do not turn the printer power off while `Remote Management Active` appears on the display.

Remove paper from all bins

Output bins have reached their capacity. Remove paper from all output bins to clear the message and continue printing.

Remove paper from standard bin

The standard exit bin has reached its capacity. Remove paper from the standard exit bin to clear the message and continue printing.

Remove paper from bin <x>

The specified output bin has reached its capacity. Remove paper from the specified bin to clear the message and continue printing.

Replace all originals if restarting job.

One or more messages which interrupted a scan job are now cleared. Replace the original documents in the scanner to restart the scan job.

- Touch **Cancel Job** if a scan job is processing when the message appears. This cancels the job and clears the message.
- Touch **Scan from Automatic Document Feeder** if the page jam recovery is active. Scanning resumes from the ADF immediately after the last successfully scanned page.
- Touch **Scan from flatbed** if page jam recovery is active. Scanning resumes from the scanner glass (flatbed) immediately after the last successfully scanned page.
- Touch **Finish job without further scanning** if page jam recovery is active. The job ends at the last successfully scanned page, but the job is not canceled. Successfully scanned pages go to their destination: copy, fax, e-mail, or FTP.
- Touch **Restart job** if job recovery is active and the job is restartable. The message clears. A new scan job containing the same parameters as the previous job starts.

Resetting the printer

Wait for the message to clear.

Restore Held Jobs?

- Touch **Continue** to restore all held jobs stored on the printer hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

Restoring Factory Defaults

Wait for the message to clear.

When factory default settings are restored:
- All downloaded resources in the printer memory are deleted. This includes fonts, macros, and symbol sets.
- All settings return to the factory defaults except the Display Language setting in the Setup menu and the custom settings in the Serial <x>, Network, Infrared, LocalTalk, USB, and Fax menus.

Restoring Held Job(s) x/y
- Wait for the message to clear.
- Touch **Quit restoring** to delete unrestored held jobs.

Note: x represents the number of jobs being restored. y represents the total number of jobs to be restored.

Scan Document Too Long

The scan job exceeds the maximum number of pages. Touch **Cancel Job** to clear the message.

Scanner ADF Cover Open

The ADF cover is open. The message clears when the cover is closed.

Sending page <n>

The printer sends page <n> of the fax job, where <n> is the number of the page sent. Wait for the message to clear.

Note:

Serial <x>

The printer is using a serial cable connection. The serial port is the active communication link.

Set clock

The clock is not set. This message appears if no other fax status message appears. It remains until the clock is set.

Some held jobs were not restored

Touch **Continue** to delete the specified job.

Note: Some held jobs are not restored. They stay on the hard disk and are inaccessible.

Some held jobs will not be restored
- Touch **Continue** to clear the message and continue printing.
- Cancel the current job.

Standard Bin Full

Remove the stack of paper from the standard exit bin to clear the message.

Staples <x> empty or misfed

Load the specified staple cartridge into the finisher to clear the message and continue stapling.

Staples <x> low or missing

Load the specified staple cartridge in the finisher to clear the message.

System busy, preparing resources for job.

Not all resources needed for the job are available. Wait for the message to clear.

System busy, preparing resources for job. Deleting held job(s).

Not all resources needed for the job are available. Some held jobs are deleted to free system memory. Wait for the message to clear.

Submitting Selection

Wait for the message to clear.

Tray <x> Empty

Load paper in the tray to clear the message.

Tray <x> Low

Load paper in the specified tray to clear the message.

Tray <x> Missing

Insert the specified tray into the printer.

USB/USB <x>

The printer is using a USB cable connection. The USB port is the active communication link.

Waiting

The printer has received data to print, but is waiting for an End-of-Job command, a Form Feed command, or additional data.

* Touch **Continue** to print the contents of the buffer.
* Cancel the current print job.

Waiting for redial

The printer is waiting to redial the fax number. Wait for the message to clear.

1565 Emul Error Load Emul Option

The printer automatically clears the message in 30 seconds and then disables the download emulator on the firmware card.

To fix this, download the correct download emulator version from the Lexmark Web site at **www.lexmark.com**.

31 Missing or defective <color> cartridge

The specified toner cartridge is either missing or not functioning properly.

* Remove the specified toner cartridge, and then reinstall it.
* Remove the specified toner cartridge, and then install a new one.

32 Replace unsupported <color> cartridge

Remove the specified toner cartridge, and then install a supported one.

34 Incorrect paper size, check <src>

* Load the appropriate paper or other specialty media in the proper tray.
* Touch **Continue** to clear the message and print the job using a different paper tray.

- Check tray length and width guides and make sure the paper is properly loaded in the tray.
- Check the Print Properties settings to make sure the print job is requesting the correct paper size and type.
- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper is large enough for the data being printed.
- Cancel the current print job.

34 Short paper

- Load the appropriate paper or other specialty media in the proper tray.
- Touch **Continue** to clear the message and print the job using a different paper tray.
- Check tray length and width guides and make sure the paper is properly loaded in the tray.
- Check the Print Properties settings to make sure the print job is requesting the correct paper size and type.
- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper is large enough for the data being printed.
- Cancel the current print job.

35 Insufficient memory to support Resource Save feature

- Touch **Continue** to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When `Ready` appears, enable Resource Save.
- Install additional memory.

37 Insufficient memory to collate job

- Touch **Continue** to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

37 Insufficient memory for Flash Memory Defragment operation

- Touch **Continue** to stop the defragment operation and continue printing.
- Delete fonts, macros, and other data in printer memory.
- Install additional printer memory.

37 Insufficient memory, some held jobs will not be restored

The printer was unable to restore some or all of the confidential or held jobs on the printer hard disk.

Touch **Continue** to clear the message.

38 Memory full

- Touch **Continue** to clear the message.
- Cancel the current print job.
- Install additional printer memory.

39 Page is too complex to print

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.
- Install additional printer memory.

40 <color> invalid refill, change cartridge

Remove the specified toner cartridge, and then install a new one.

50 PPDS font error

- Touch **Continue** to clear the message and continue printing.
- The printer cannot find a requested font. From the PPDS menu, select **Best Fit**, and then select **On**. The printer will find a similar font and reformat the affected text.
- Cancel the current print job.

51 Defective flash detected

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.

52 Flash full

- Touch **Continue** to clear the message and continue printing.

  Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

53 Unformatted flash detected

- Touch **Continue** to stop the defragment operation and continue printing.
- Format the flash memory. If the error message remains, the flash memory may be defective and require replacing.

54 Serial option <x> error

- Check that the serial cable is connected correctly and is the proper one for the serial port.
- Check that the serial interface parameters (protocol, baud, parity, and data bits) are set correctly on the printer and host computer.
- Touch **Continue** to continue printing.
- Turn the printer power off and then back on to reset the printer.

54 Standard network software error

- Touch **Continue** to continue printing.
- Turn the printer power off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

54 Network <x> software error

- Touch **Continue** to continue printing.
- Turn the printer power off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

55 Unsupported option in slot <x>

1 Turn the printer power off.

2 Unplug the power cord from the wall outlet.

3 Remove the unsupported optional interface card or internal print server from the printer system board.

4 Connect the power cord to a properly grounded outlet.

5 Turn the printer power back on.

56 Parallel port <x> disabled

- Touch **Continue** to clear the message.

  The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

56 Serial port <x> disabled

- Touch **Continue** to clear the message.

  The printer discards any data received through the serial port.
- Make sure the Serial Buffer menu item is not set to Disabled.

56 Standard USB port disabled

- Touch **Continue** to clear the message.

  The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

56 USB port <x> disabled

- Touch **Continue** to clear the message.

  The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

57 Configuration change, held jobs were not restored

Touch **Continue** to clear the message.

58 Too many disks installed

1 Turn the printer power off.

2 Unplug the power cord from the wall outlet.

3 Remove the extra disks.

4 Connect the power cord to a properly grounded outlet.

5 Turn the printer power back on.

58 Too many flash options installed

1 Turn the printer power off.

2 Unplug the power cord from the wall outlet.

3 Remove the excess flash memory.

4 Connect the power cord to a properly grounded outlet.

5 Turn the printer power back on.

58 Too many trays attached

1 Turn the printer power off.

2 Unplug the power cord from the wall outlet.

3 Remove the additional trays.

4 Connect the power cord to a properly grounded outlet.

5 Turn the printer power back on.

61 Remove defective hard disk

- Touch **Continue** to clear the message and continue printing.
- Install a different hard disk before performing any operations that require a hard disk.

62 Disk full

- Touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the hard disk.
- Install a larger hard disk.

63 Unformatted disk

- Touch **Continue** to clear the message and continue printing.
- Format the disk.

If the error message remains, the hard disk may be defective and require replacing.

80 Scheduled maintenance <x>

Contact Customer Support, and report the message. The printer needs to have scheduled maintenance done.

82 Replace waste toner box

The waste toner box is full.

1 Replace the waste toner box.

2 Clear the paper path.

82 Waste toner box nearly full

- Touch **Continue** to clear the message and continue printing.
- Order a replacement waste toner box immediately.

82 Waste toner box missing

Insert the waste toner box.

84 Black pc unit life warning

The black photoconductor is near exhaustion.
- When the print quality diminishes, install a new photoconductor.
- Touch **Continue** to clear the message and continue printing.

84 Color pc unit life warning

One or more of the color photoconductors are near exhaustion.
- When the print quality diminishes, install new cyan, magenta, and yellow photoconductors.
- Touch **Continue** to clear the message and continue printing.

84 <color> pc unit missing

Insert the missing photoconductor(s).

84 Replace black pc unit

The black photoconductor is exhausted. Install a new photoconductor.

84 Replace color pc units

One or more of the color photoconductors are exhausted. Install new cyan, magenta, and yellow photoconductors.

84 Unsupported <color> pc unit

Replace the specified photoconductor(s).

Note: The printer has four photoconductors: cyan, magenta, yellow, and black. The cyan, magenta, and yellow photoconductors must all be replaced at the same time. The black photoconductor can be replaced separately.

88 <color> toner low

When this message appears, the toner is low.

- When the print becomes faded, replace the toner cartridge.
- Touch **Continue** to clear this message and continue printing.

88 Replace <color> toner

The toner cartridge is exhausted. Replace the specified toner cartridge.

200–289.yy paper jam

1 Clear the paper path.

2 Touch **Continue** to continue printing.

289 Staple error <x>

1 Clear the jam from the specified stapler area(s).

2 Touch **Continue** to continue printing.

290-295.yy scanner jam

Clear all original documents from the scanner.

900–999 Service <message>

1 Turn the printer off.

2 Unplug the power cord from the wall outlet.

3 Check all cable connections.

4 Connect the power cord to a properly grounded outlet.

5 Turn the printer back on.

If the service message appears again, contact Customer Support, and report the message.

Maintaining the printer

Periodically, certain tasks are required to maintain optimum print quality.

Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- Salty air
- Corrosive gases
- Heavy dust

Checking the status of supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

Checking the status of supplies from the control panel

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch [Status/Supplies].

   Note: If [Status/Supplies] is not on the home screen, print a menu settings page to review the status of the supplies.

Printing a menu settings page

Print a menu settings page to review the current menu settings and to verify printer options are installed correctly.

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch [icon].

3 Touch **Reports**.

4 Touch **Menu Settings Page**.

Checking the status of supplies from a network computer

Note: The computer must be connected to the same network as the printer.

1 Open a Web browser.

2 In the address bar, type the IP address of the network printer (for example, 192.264.263.17).

3 Press **Enter**.

   The Device Status Page appears. A summary of supply levels is displayed.

Conserving supplies

There are some settings you can change from the control panel that will help you conserve toner and paper. For more information, see "Supplies menu," "Quality menu," and "Finishing menu."

If you need to print several copies, you can conserve supplies by printing the first copy and checking it for accuracy before printing the remaining copies.

Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, visit the Lexmark Web Site at www.lexmark.com or contact the place where you purchased the printer.

Note: All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Ordering toner cartridges

When `88 Cyan toner low`, `88 Magenta toner low`, `88 Yellow toner low`, or `88 Black toner low` appears, order a new cartridge.

When `88 Replace Cyan toner`, `88 Replace Magenta toner`, `88 Replace Yellow toner`, or `88 Replace Black toner` appears, you *must* replace the specified toner cartridge.

The recommended toner cartridges specifically designed for the printer are:

Part name	Part number
Cyan High Yield Toner Cartridge	X945X2CG
Magenta High Yield Toner Cartridge	X945X2MG
Yellow High Yield Toner Cartridge	X945X2YG
Black High Yield Toner Cartridge	X945X2KG

Ordering photoconductors

When `84 Black pc unit life warning` or `84 color pc unit life warning` appears, order replacement photoconductor(s).

Part name	Part number
Single PC Unit	C930X72G
3 Pack of PC Units	C930X73G

Ordering staple cartridges

When `Staples <x> low or missing` appears, order the specified staple cartridge. When `Staples <x> empty or misfed` or `Load staples <x>` appears, replace the specified staple cartridge.

See the illustrations inside the stapler finisher door for more information.

Part name	Part number
Staple Cartridges–3 pack (Staples G5)	25A0013
Advanced Booklet Staples (Staples G11 and Staples G12)	21Z0357

Ordering a waste toner box

When **82 Waste toner box nearly full** appears, order a replacement waste toner box. The waste toner box *must* be replaced when **82 Replace waste toner box** appears.

Part name	Part number
Waste Toner Box	C930X76G

Replacing supplies

Replacing the waste toner box

Replace the waste toner box when **82 Replace waste toner box** appears. The printer will not continue printing until the waste toner box is replaced.
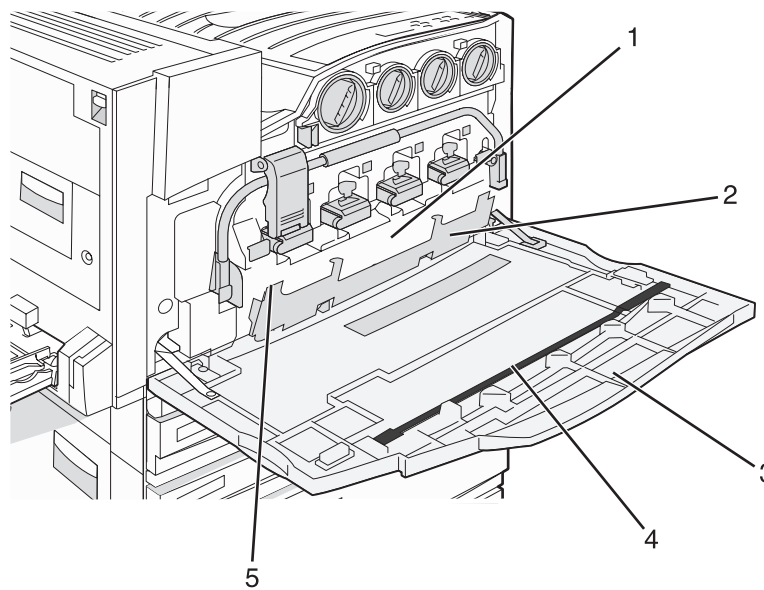
1	Waste toner box
2	Door E6
3	Door E
4	Printhead lens cleaner

| 5 | E6 Door tab |

1 Unpack the replacement waste toner box and accessories.
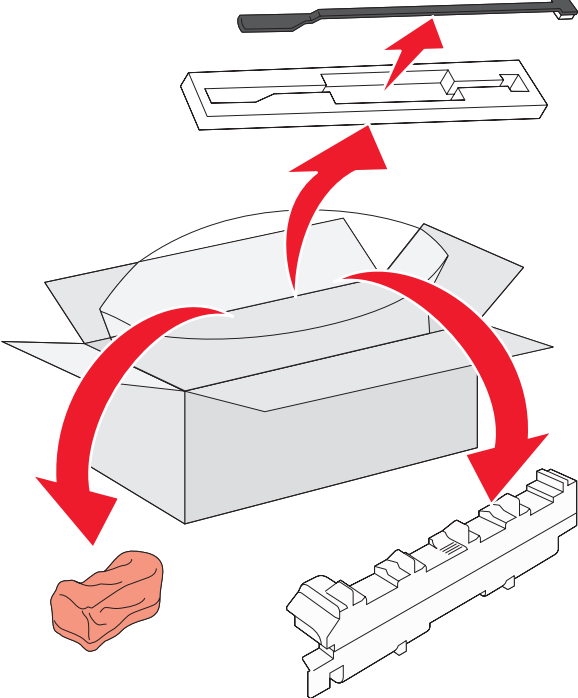
2 Open Door E (front printer door).
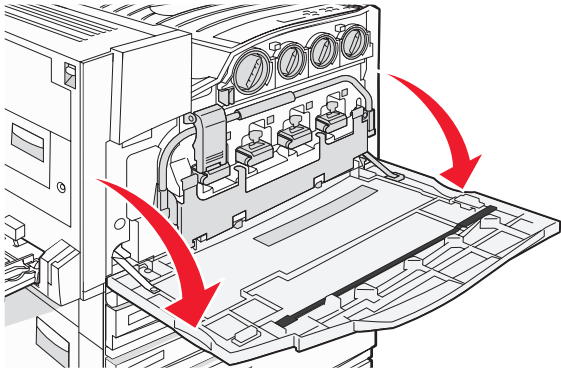
Warning: To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

3 Grasp the E6 Door tab, and then push the door down.
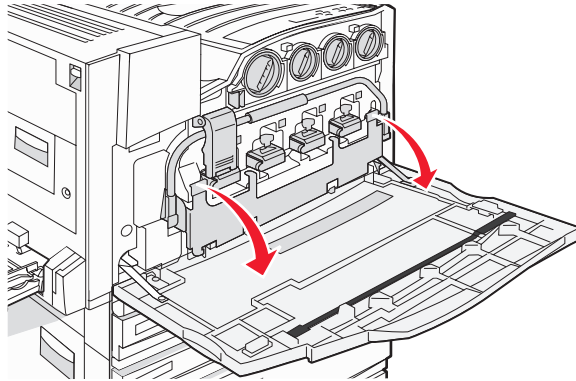
4 Remove the old printhead lens cleaner from Door E, and then discard it.
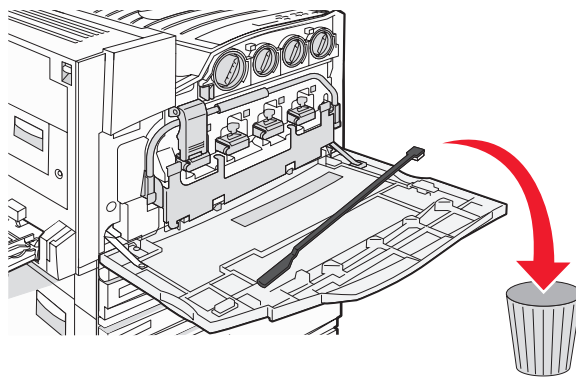
5 Remove the waste toner box.
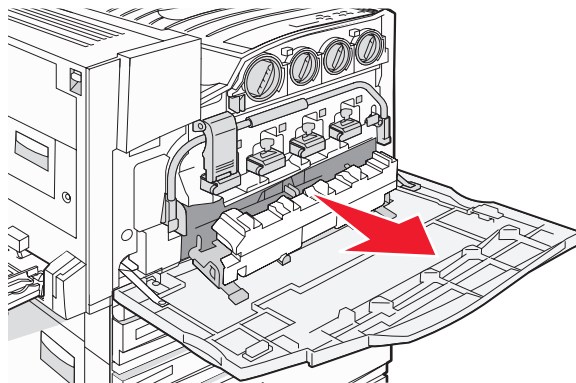
6 Place the plastic cover over the waste toner box.
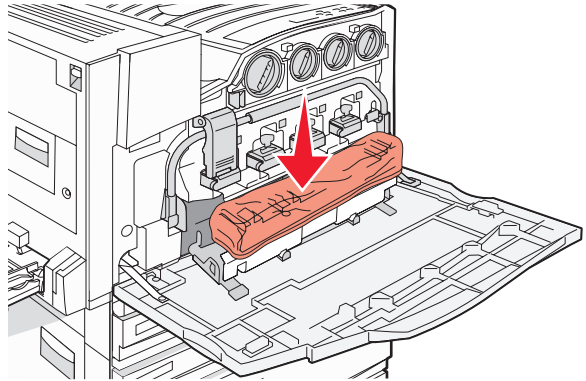
7 Place the waste toner box in the recycling bag.
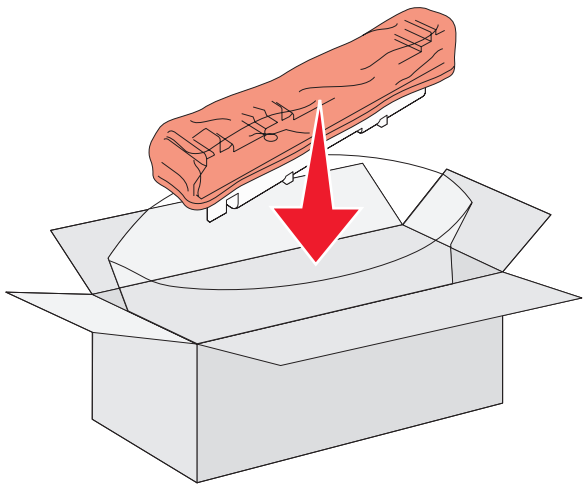
8 Use the new printhead lens cleaner to clean the printhead lenses.
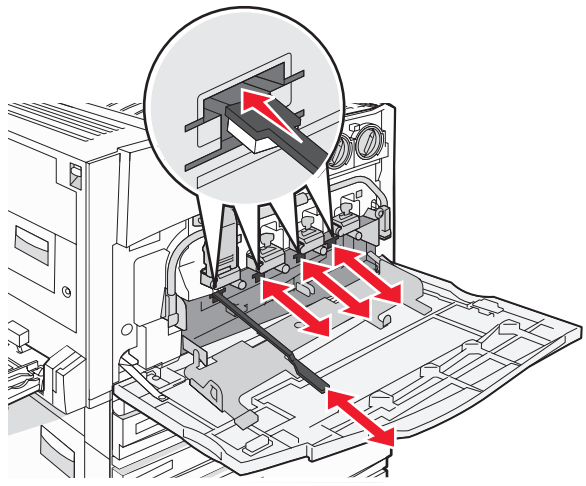
9 Insert the new waste toner box.
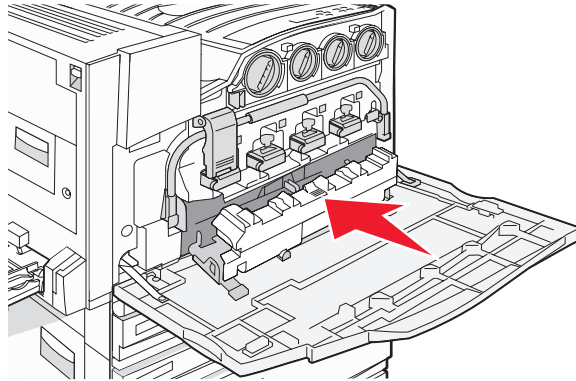
10 Place the new printhead lens cleaner in the notches of Door E.
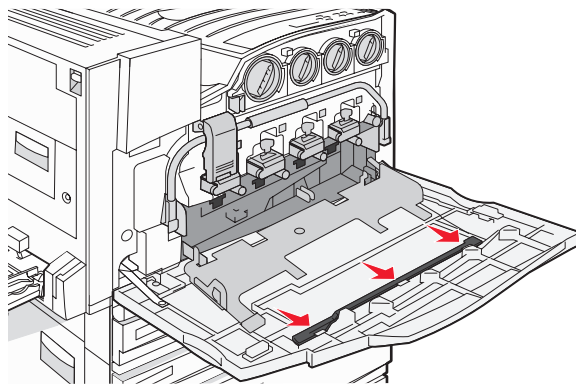
11 Close Door E6.
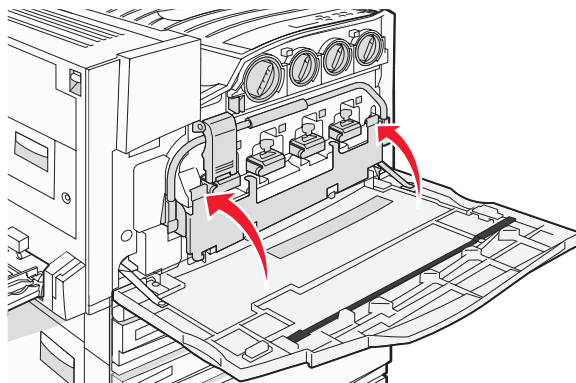
12 Close Door E.
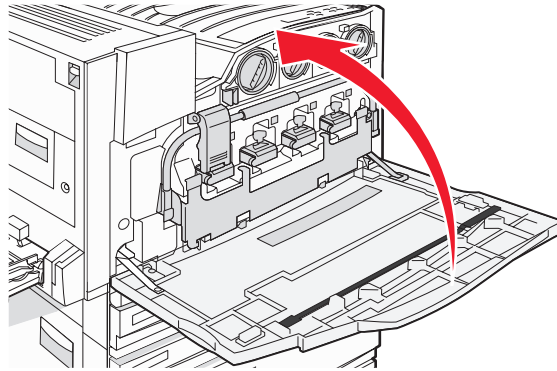
13 Remove all paper from the printer paper path.

Visit **www.lexmark.com/recycling** to learn how to recycle the waste toner box.

Cleaning the printhead lenses

Clean the printhead lenses when you replace the waste toner box or when you encounter print quality problems.
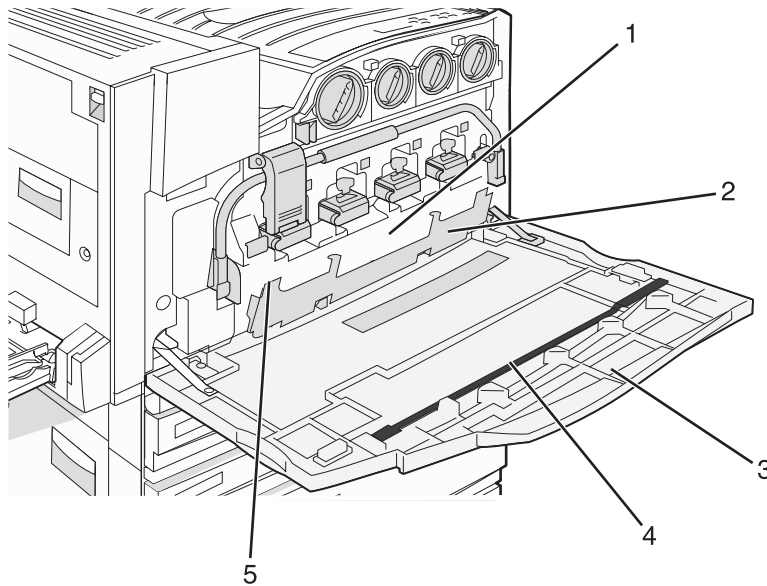
1	Waste toner box
2	Door E6
3	Door E (front door)
4	Printhead lens cleaner

5	E6 Door tab

1 Open Door E (front door).
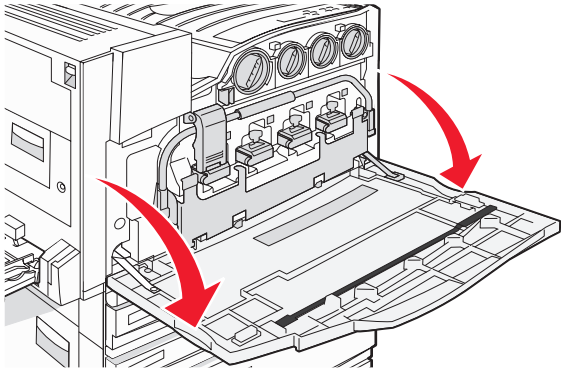
Warning: To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

2 Grasp the E6 Door tab, and then push the door down.
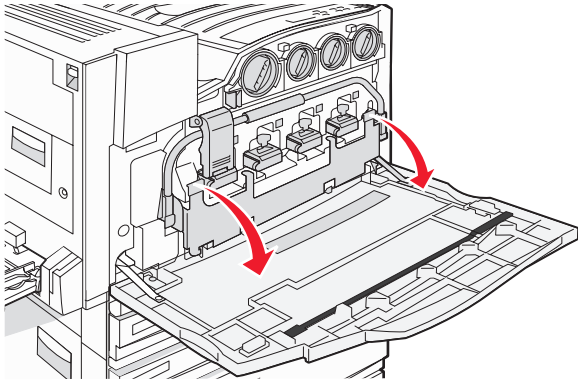
3 Remove the waste toner box.
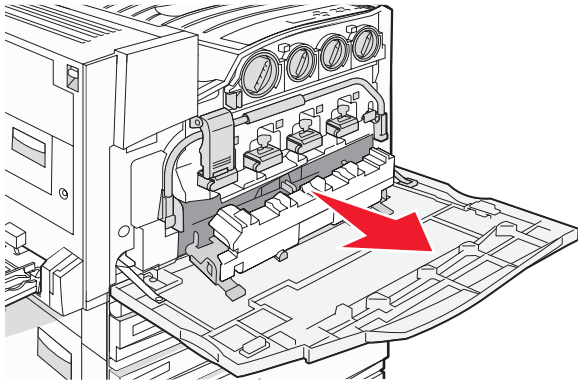
4 Locate and remove the printhead lens cleaner from Door E.

Note: If you are replacing the waste toner box, use the printhead lens cleaner that shipped with it.
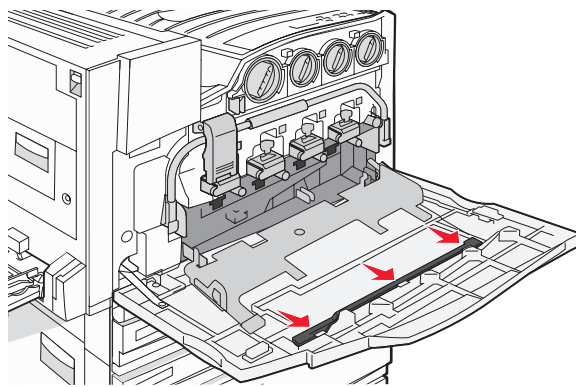
5 Insert the padded tip of the printhead lens cleaner into the first printhead lens opening.
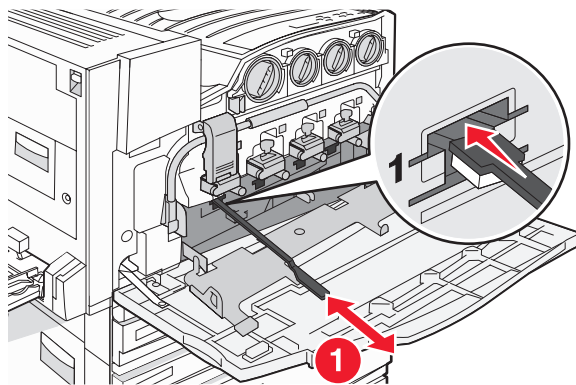
6 Push the printhead lens cleaner all the way to the back of the lens, and then pull it out.

7 Clean the remaining three printhead lenses.
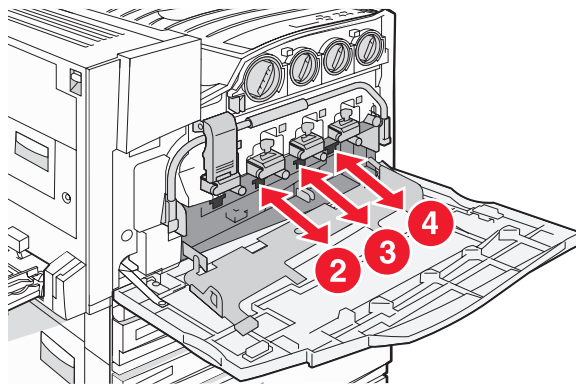
8 Insert the waste toner box.
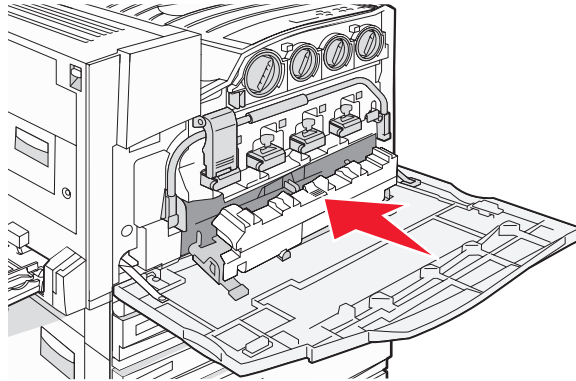
9 Place the printhead lens cleaner in the notches of Door E.
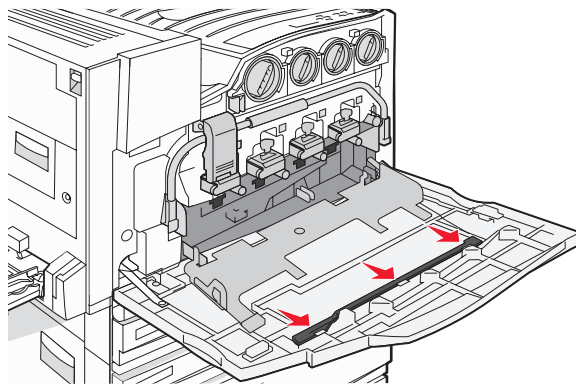
10 Close Door E6.
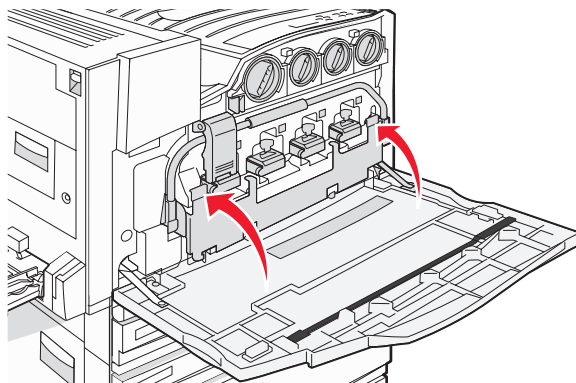
11 Close Door E.
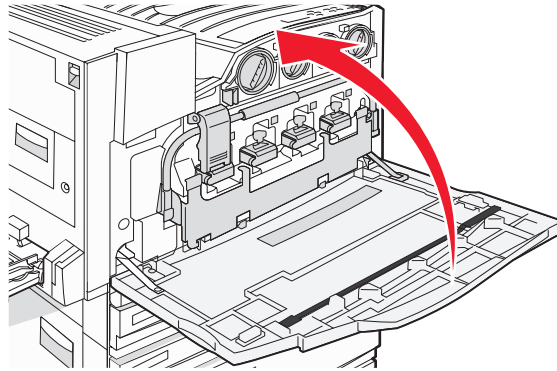
Replacing a photoconductor

Replace the black photoconductor when **84 Replace black pc unit** appears. Replace the cyan, magenta, and yellow photoconductors when **84 Replace color pc units** appears.

1 Open Door E (front printer door).
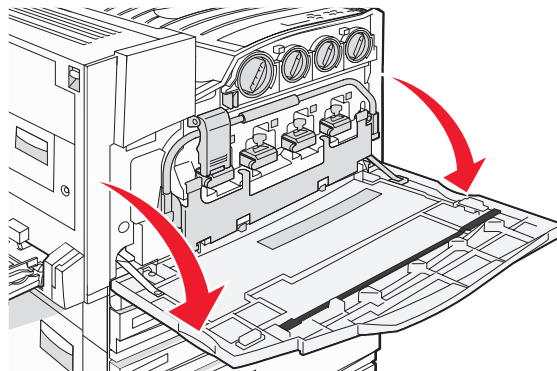
> **Warning:** To avoid overexposing the photoconductors, do not leave the door open for more than 10 minutes.

2 Release the bar by pressing the E5 button located on the bottom of the E5 latch, lift the E5 latch, and then press the bar down.
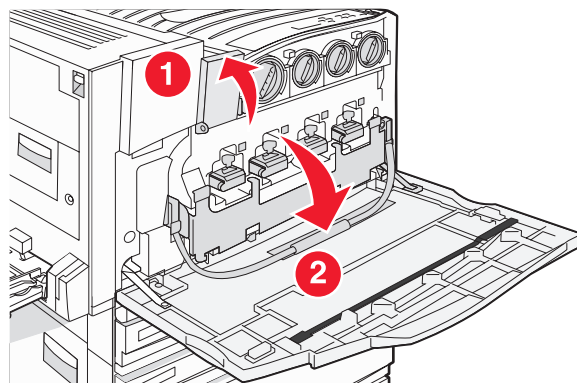
3 Remove the photoconductor(s) specified on the display.

Photoconductor color	Opening name
Black	E1
Cyan	E2
Magenta	E3
Yellow	E4
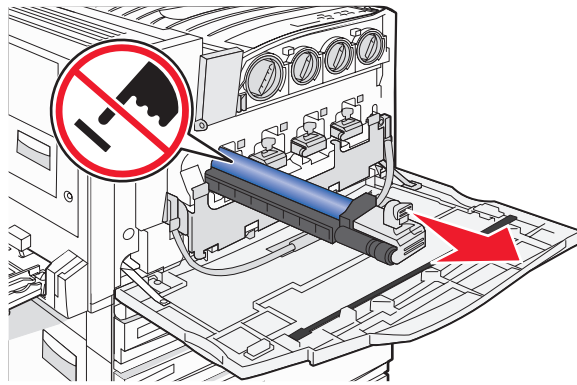
4 Unpack the replacement photoconductor.

5 Align and insert the end of the photoconductor.
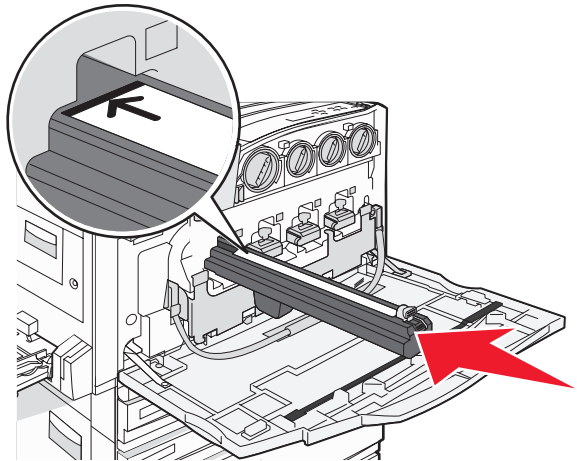
6 Remove the tape from the top of the photoconductor.
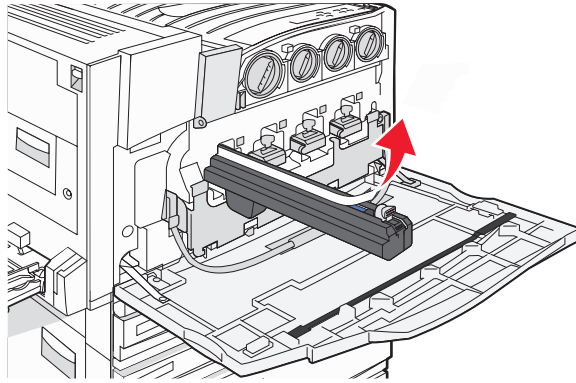
7 Press the button forward to insert the photoconductor while removing the casing.
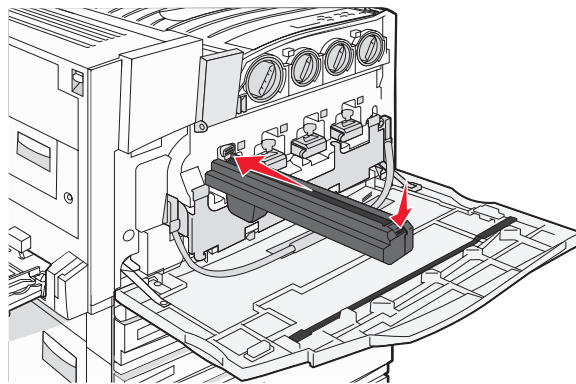
8 Lift the bar up, and then press latch E5 down so that it holds the bar in position.
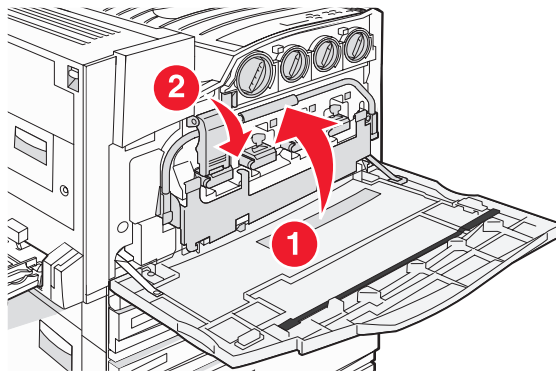
9 Close Door E.
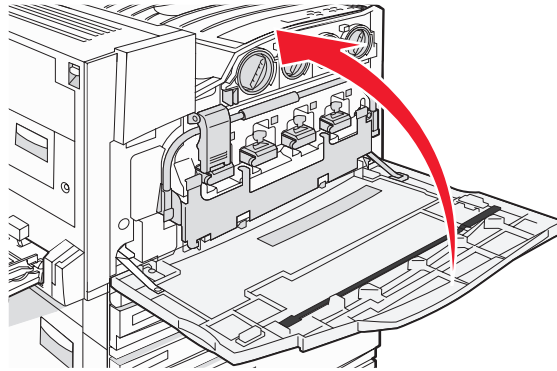
Replacing a toner cartridge

Replace the specified toner cartridge (cyan, magenta, yellow, or black) when **88 Replace <color> toner** appears. The printer will not continue printing until the specified cartridge is replaced.

1 Make sure the printer is on and **Ready** or **88 Replace <color> toner** appears.

2 Unpack the new cartridge, and set it near the printer.

3 Open Door E (front printer door).
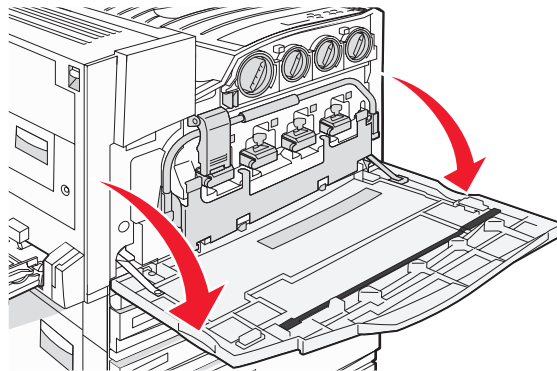
4 Unlock the specified cartridge by turning the cartridge counterclockwise until the arrow-shaped handle points toward the unlock symbol.
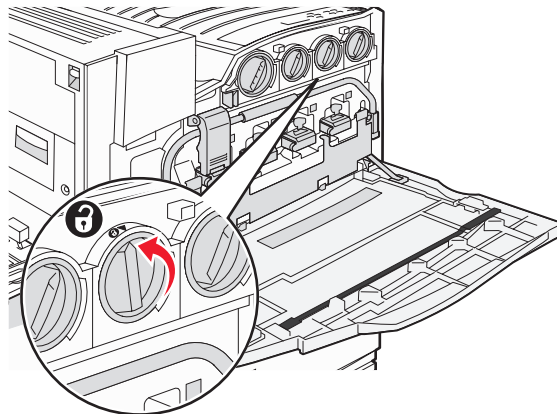
5 Remove the cartridge by gently pulling it away from the printer.
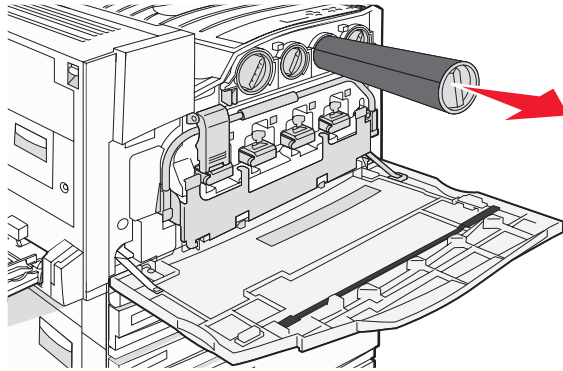
6 Align the arrow-shaped handle with the unlock symbol, and then insert the toner cartridge all the way into the opening.
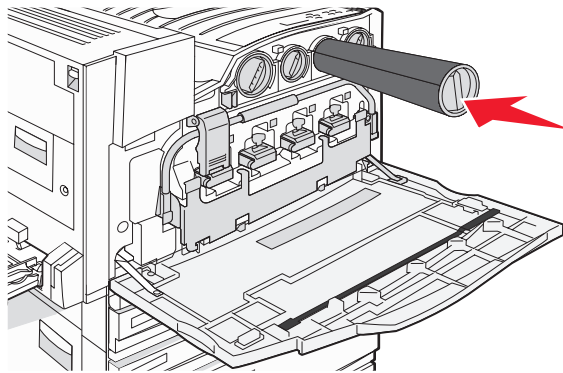
7 Lock the cartridge by turning the arrow-shaped cartridge handle clockwise until it points toward the lock symbol.
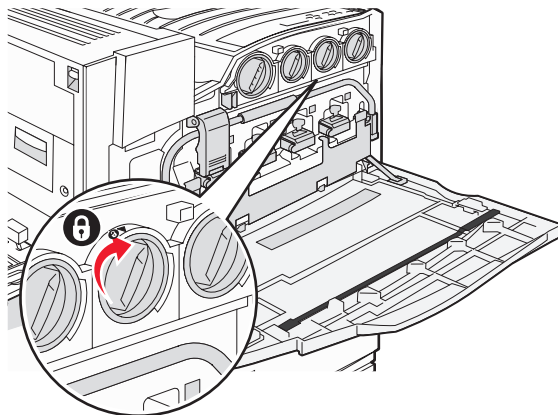
8 Close Door E.
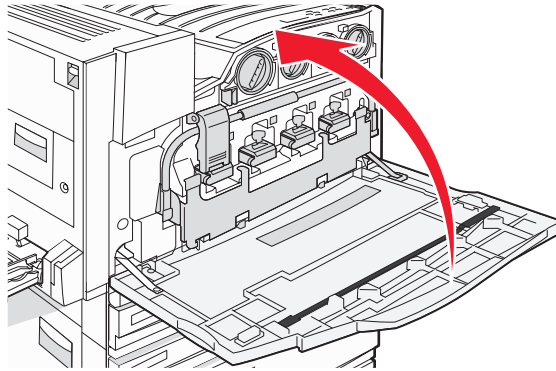
Cleaning the exterior of the printer

1 Make sure that the printer is turned off and unplugged from the wall outlet.

> ⚠ **CAUTION:** To avoid the risk of electric shock, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

2 Remove paper from the paper support and paper exit tray.

3 Dampen a clean, lint-free cloth with water.

Warning: Do not use household cleaners or detergents, as they may damage the finish of the printer.

4 Wipe only the outside of the printer, making sure to remove any ink residue that has accumulated on the paper exit tray.

Warning: Using a damp cloth to clean the interior may cause damage to your printer.

5 Make sure the paper support and paper exit tray are dry before beginning a new print job.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

1 Slightly dampen a soft, lint-free cloth or paper towel with water.

2 Open the scanner cover.
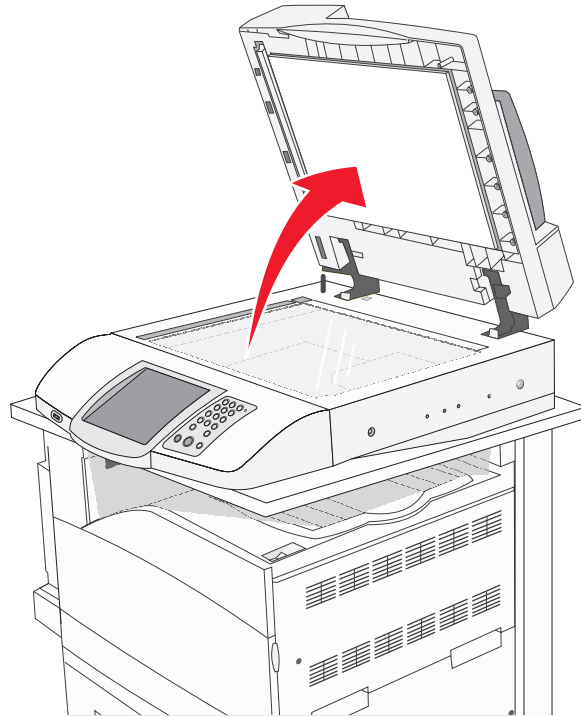
3 Wipe the scanner glass until it is clean and dry.

4 Wipe the white underside of the scanner cover until it is clean and dry.

5 Close the scanner cover.

Recycling Lexmark products

To return Lexmark products to Lexmark for recycling:

1 Visit our Web site at **www.lexmark.com/recycle**.

2 Follow the instructions on the computer screen.

Moving the printer

If the printer location needs to change, or the printer and media handling options, like trays or finishers, need to be shipped to a new location, all media handling options must be removed from the printer. For shipping, pack the printer and media handling options securely to avoid damage.

Before moving the printer

CAUTION: The base printer weighs 91.2 kg (201 lb); therefore, it requires two people to roll it safely. The scanner weighs 25 kg (55 lb); therefore, it requires two people to roll it safely while it is on its scanner shelf.

Follow these guidelines to avoid personal injury or printer damage:

- Use two people to roll the printer.
- Use two people to roll the scanner while it is on its scanner shelf.
- Before moving the printer:
  - Turn off the printer using the power switch, and then unplug the power cord from the wall outlet.
  - Disconnect all cords the cables from the printer.
  - Disconnect the connector bracket.
  - Remove all printer options.

Warning: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer and options to another location within the office

The printer and options can be safely moved to another location by following these precautions:

- Keep the printer in an upright position.
- Move the printer using a cart that has a surface able to support the full footprint of the printer. Move the options using a cart that has a surface able to support the dimensions of the options.
- Avoid severe jarring movements that may cause damage to the printer and options.

Disassemble the printer, scanner, and scanner shelf before moving items on any cart. For more information, see "Disassembling the printer from the scanner shelf prior to the move" on page 221.

Disassembling the printer from the scanner shelf prior to the move

1 Turn the printer off.
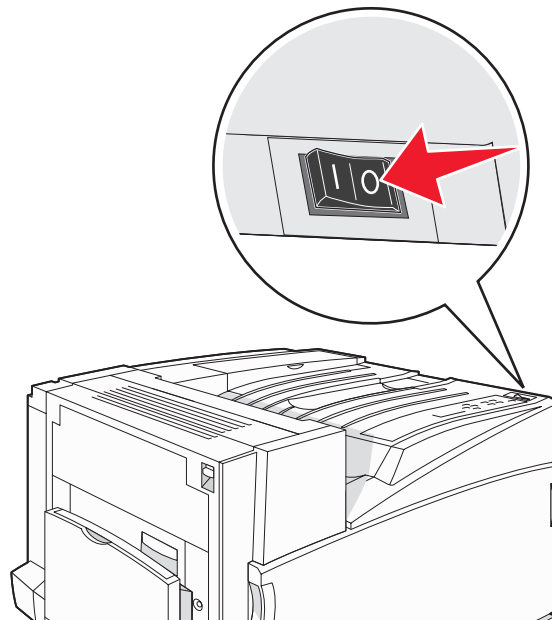
2 Unplug the printer power cord.
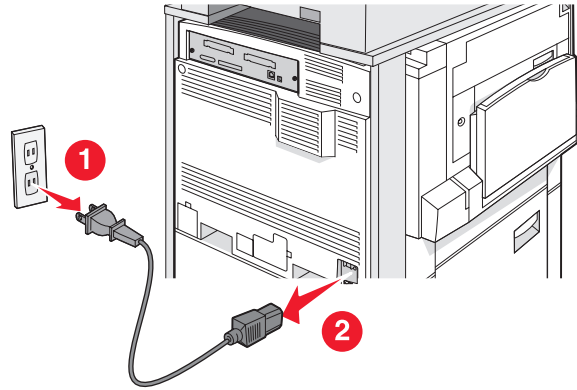
3 Remove the connector bracket.
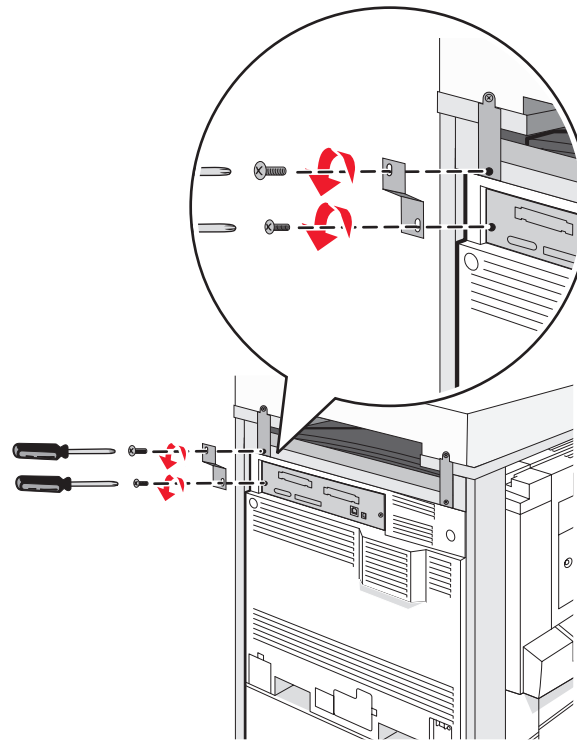
4 Disconnect all cables from the back of the printer and scanner.
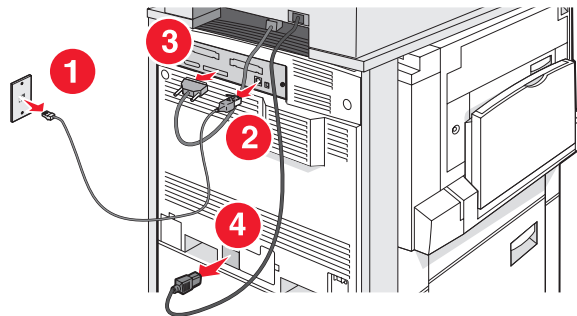
5 Remove any paper or specialty media from the standard exit bin.

6 Remove any paper or specialty media from the multipurpose feeder.

7 Grasp the extension on the multipurpose feeder, and then fully collapse it.

8 Push the multipurpose feeder up to close it.
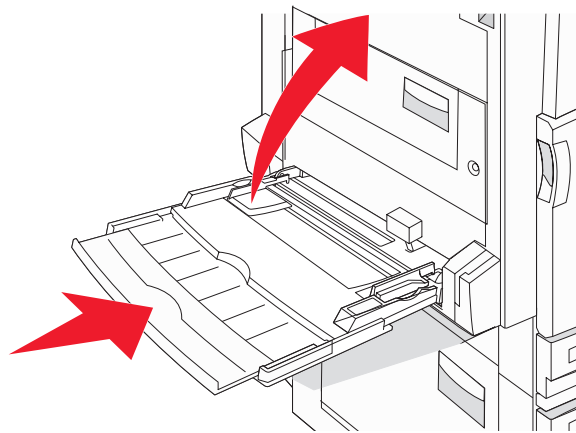
9 Move the printer from under the scanner shelf.

⚠ **CAUTION:** The printer weighs 91.2 kg (201 lb); therefore, it requires two people to roll it safely.

⚠ **CAUTION:** If you need to roll the scanner and its shelf elsewhere, the scanner weighs 25 kg (55 lb); therefore, it requires two people to roll it safely.

Setting the printer up in a new location

To set up your printer configuration again:

1 Unpack all items.

2 Select a proper location for the printer. For a basic printer, or a printer with an optional finisher, allow the following *recommended* amount of space around the printer:
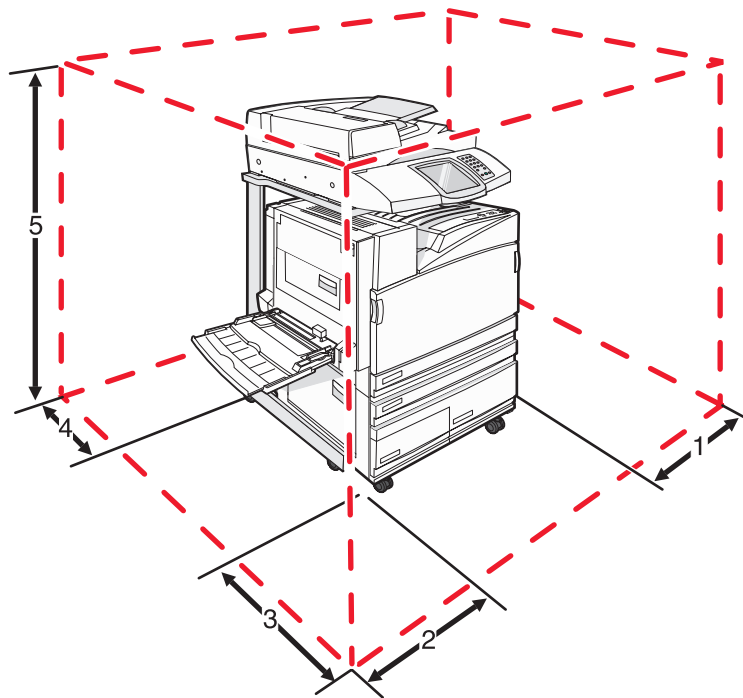
1	50 mm (2 in.)
2	825 mm (2.7 ft)
3	418 mm (1.4 ft)
4	100 mm (4 in.)
5	1750 mm (5.8 ft)

3 Complete the setup of the printer and scanner by completing the "Setting up the printer" chapter in the *Setup Guide*.

4 Verify that the printer and scanner are functioning properly by printing a menu settings page.

Shipping the printer

If shipping the printer, the scanner, and any options, save the original packaging or call the place of purchase for a relocation kit. Disassemble all the items before packing. For more information, see "Disassembling the printer from the scanner shelf prior to the move" on page 221.

Administrative support

Adjusting the brightness of the display

If you are having trouble reading your display, the LCD brightness can be adjusted through the Settings menu.

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ⬛.

3 Touch **Settings.**.

4 Touch **General Settings**.

5 Touch ▼ repeatedly until **Brightness** appears.

6 Touch ◀ to decrease the brightness, or touch ▶ to increase the brightness.

Brightness settings can be adjusted from 5–100 (100 is the factory default setting).

7 Touch **Submit**.

8 Touch ⬛.

Disabling control panel menus

Since many people often use a printer, a support person may choose to lock the control panel menus so that the settings cannot be changed from the control panel.

1 Turn the printer off.

2 From the keypad, hold down ② and ⑥ while turning the printer on.

3 Release the buttons when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears.

4 Touch ▼ repeatedly until `Panel Menus` appears.

5 Touch **Panel Menus**.

6 Touch ▶ until `Disable` appears.

7 Touch **Submit**.

8 Touch **Exit Config Menu**.

Adjusting Power Saver

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ⬛.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch ▼ repeatedly until `Timeouts` appears.

6 Touch ▼ repeatedly until **Power Saver** appears.

7 Touch ◀ to decrease the time, or touch ▶ to increase the time.

The settings available range from 2–240 minutes.

8 Touch **Submit**.

9 Touch ▣.

Restoring the factory default settings

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ▣.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch ▼ repeatedly until `Factory Defaults` appears.

6 Touch ▶ until `Restore Now` appears.

7 Touch **Submit**.

8 Touch ▣.

Encrypting the printer hard disk

This functionality is available only when a printer hard disk is installed and working properly.

Warning: All files and resources on the printer hard disk will be deleted. Resources residing in the printer flash memory or RAM will not be affected.

1 Turn the printer off.

2 From the keypad, hold down ② and ⑥ while turning the printer on.

3 Release the buttons when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears.

4 On the display, touch ▼ repeatedly until `Disk Encryption` appears.

5 Touch **Disk Encryption**.

6 Touch **Enable** or **Disable**.

Note: Touch **Enable** to enable hard disk encryption or **Disable** to disable hard disk encryption.

`Contents will be lost. Continue?` appears.

7 Touch **Yes**.

8 Touch **Exit Config Menu**.

Locking the control panel menus using the Embedded Web Server

You can use the control panel lockout functionality to create a PIN and choose specific menus to lock. Each time a locked menu is selected, the user will be prompted to enter the correct PIN. The PIN does not affect access through the Embedded Web Server.

To lock control panel menus:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Security**.

4 Click **Menu Lockout Setup**.

Locking the entire printer

You can use the printer lockout functionality to create a PIN that must be entered in order to use the printer. When the printer is locked, every print job it receives will buffer to the hard disk. To print the jobs, the user must enter the correct PIN using the control panel.

Notes:

- A printer hard disk must be installed in the printer and working properly for the printer lockout functionality to be available.
- Some data will continue to be processed while the printer is locked. Reports such as user or event logs can be retrieved from a locked printer.

To lock control panel menus:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Security**.

4 Click **Printer Lockout PIN**.

Modifying confidential print settings

You can modify confidential print settings using the Embedded Web Server. You can set a maximum number of PIN entry attempts. When a user exceeds a specific number of PIN entry attempts, all of the jobs for that user are deleted.

You can set an expiration time for confidential print jobs. When a user has not printed the jobs within the designated time period, all of the jobs for that user are deleted.

Note: This functionality is only available on network printers.

To modify the confidential print settings:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Security**.

4 Click **Confidential Print Setup**.

Supporting IPSec

Internet Protocol Security (IPSec) provides authentication and encryption at the network layer allowing all application and network connections over the IP protocol to be secure. IPSec can be set up between the printer and up to five hosts, using both IPv4 and IPv6.

To configure IPSec using the Embedded Web Server:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **IPSec**.

IPSec supports two types of authentication:

- **Shared Key Authentication**—Authenticates any ASCII phrase shared among all participating host computers. This is the easiest way to configure when only a few host computers on the network use IPSec.
- **Certificate Authentication**—Authenticates any host computer or subnet of hosts for IPSec. Each host computer must have a public/private key pair. Validate Peer Certificate is enabled by default, requiring each host to have a signed authority certificate that is installed. Each host must have its identifier in the Subject Alternate Name field of the signed certificate.

Note: After a printer is configured for IPSec with a host, IPSec is required for any IP communications to take place.

Supporting SNMPv3

Simple Network Management Protocol version 3 (SNMPv3) allows for encrypted and authenticated network connections. It also lets a system support person select the desired level of security. Prior to use, at least one user name and password must be assigned from the settings page.

To configure SNMPv3 through the Embedded Web Server:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **SNMP**.

SNMPv3 authentication and encryption has three levels of support:

- No authentication and no encryption
- Authentication with no encryption
- Authentication and encryption

Using 802.1x authentication

802.1x authentication allows the printer to join networks that require authentication before allowing access. 802.1x port authentication can be used with the WPA (Wi-Fi Protected Access) feature of wireless printers or print servers to provide WPA-Enterprise security support.

Support for 802.1x requires the establishment of credentials for the printer, such as certificates. Certificates provide a way for the printer to be known to the Authentication Server (AS). The AS allows network access to wireless printers or print servers presenting a valid set of credentials. You can manage the credentials by using the Embedded Web Server.

To install and use certificates as part of the credentials:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **Certificate Management**.

To enable and configure 802.1x after installing the required certificates:

1 Open a Web browser. In the address bar, type the IP address of the printer or print server to be protected using the format: *http://ip_address/*.

2 Click **Configuration**.

3 Under Other Settings, click **Network/Ports**.

4 Click **802.1x Authentication**. If a wireless internal print server is installed in the printer, click **Wireless** instead.

Creating an administrative password

Creating an administrative password allows a system support person to password-protect printer settings. Once a password is created, it must be entered to access the Configuration and Reports pages of the Embedded Web Server. An administrative password for the Embedded Web Server must be created before Secure mode can be activated.

1 Open a Web browser.

2 In the address bar, type the network printer or print server IP address, and then press **Enter**.

3 Click **Configuration**.

4 Under Other Settings, click **Security**.

5 Click **Create Password**.

6 Type the same password in each Password box.

Changing this setting will cause the print server to reset.

7 Click **Submit**.

Using Secure mode

Secure mode is a way to securely communicate over Transmission Control Protocol (TCP) and User Datagram Protocol (UDP) ports.

Note: An administrative password for the Embedded Web Server must be created before Secure mode can be enabled.

To configure Secure mode using the Embedded Web Server:

1 Open a Web browser.

2 In the address bar, type the network printer or print server IP address, and then press **Enter**.

3 Click **Configuration**.

4 Under Other Settings, click **Security**.

5 Click **TCP/IP Port Access**.

6 Select the Secure Mode Active check box.

Note: If Secure Mode Active is gray or not selectable, create an administrative password and try again.

7 Select a setting for each listed port, and then click **Submit**.

There are three ways to configure the TCP and UDP network ports:

- **Disabled**—Port is disabled and never allows network connections
- **Secure and Unsecure**—Port is always open including when the printer is in Secure mode
- **Unsecured Only**—Port is open only when printer is in Secure mode

Troubleshooting

Checking an unresponsive printer

If your printer is not responding, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The *Ground Fault Circuit Interrupter* (GFCI) has not tripped.

  From the back of the printer, press the GFCI **Reset** button located above the printer power cord.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.
- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem.

Door A will not shut properly

Make sure the green paper jam clearance lever behind Door A is in place:

1 Press down on the white release lever beneath Door A at the top of the printer, and then open the door.
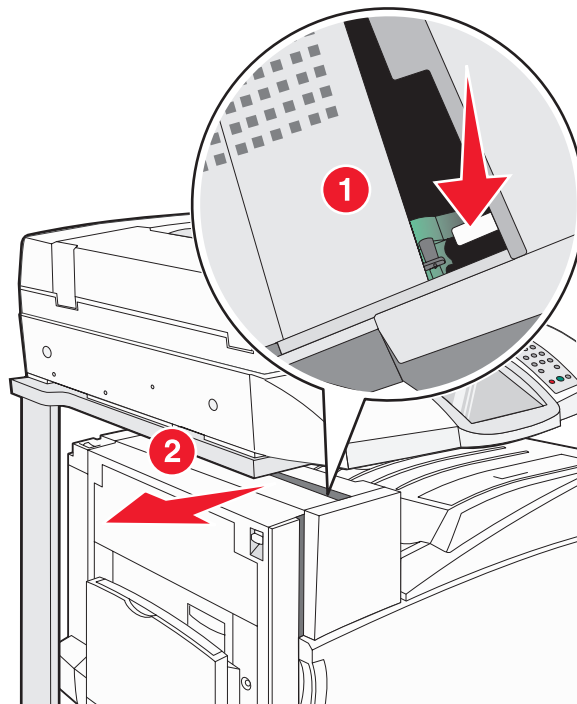
2 Press the A1 green lever down to its normal position.
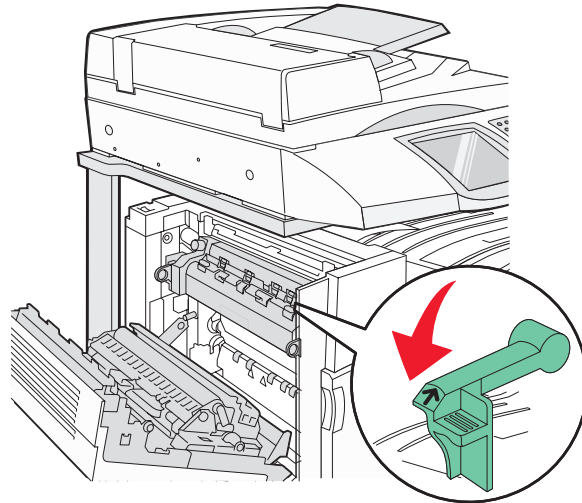
3 Close Door A.

Solving printing problems

Multiple-language PDFs do not print

The documents contain unavailable fonts.

1 Open the document you want to print in Adobe Acrobat.

2 Click the printer icon.

The Print dialog appears.

3 Select **Print as image**.

4 Click **OK**.

Control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer back on.

If `Performing Self Test` and `Ready` do not appear, turn the printer off and contact Customer Support.

Error message about reading USB drive appears

Make sure the USB drive is supported. For information regarding tested and approved USB flash memory devices, visit the Lexmark Web site at **www.lexmark.com**.

Jobs do not print

These are possible solutions. Try one or more of the following:

Make sure the printer is ready to print

Make sure `Ready` or `Power Saver` appears on the display before sending a job to print.

Check to see if the standard exit bin is full

Remove the stack of paper from the standard exit bin.

Check to see if the paper tray is empty

Load paper in the tray.

Make sure the correct printer software is installed

- Verify that you are using the correct printer software.
- If you are using a USB port, make sure you are running Windows Vista, Windows XP, Windows Server 2003, or Windows 2000/Me/98 and using compatible printer software.

Make sure the internal print server is installed properly and working

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

Copies of the printer software are also available on the Lexmark Web site at **www.lexmark.com**.

Make sure you are using a recommended USB, serial, or Ethernet cable

For more information, visit the Lexmark Web site at **www.lexmark.com**.

Make sure printer cables are securely connected

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

Has a formatting error occurred?

If so, delete the job and try printing it again. Only part of the job may print.

Make sure the printer has sufficient memory

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

Check to see if the printer has received invalid data

Delete invalid jobs.

Job takes longer than expected to print

These are possible solutions. Try one or more of the following:

Reduce the complexity of the print job

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Change the Page Protect setting to Off

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ▣.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch ▼ repeatedly until **Print Recovery** appears.

6 Touch ► until **Off** appears.

7 Touch **Submit**.

8 Touch ⌨.

Job prints from the wrong tray or on the wrong paper

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray.

Incorrect characters print

Cause	Solution
Printer is in Hex Trace mode.	If `Ready Hex` appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.

Tray linking does not work

Are the same size and type of paper loaded in each tray?

- Load the same size and type of paper in each tray.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

Are the Paper Size and Paper Type settings the same for each tray?

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

Note: The multipurpose feeder does not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

Make sure Collate is set to On

From the Finishing menu or Print Properties, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

Reduce the complexity of the print job

Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.

Make sure the printer has enough memory

Add printer memory or an optional hard disk.

Unexpected page breaks occur

Increase the Print Timeout value:

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch ⌨.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch ▼ repeatedly until `Timeouts` appears.

6 Touch **Timeouts**.

7 Touch the ▶ next to Print Timeout repeatedly until the desired value appears.

8 Touch **Submit**.

9 Touch ▨.

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

Are there any error messages on the display?

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and `Ready` appears.

Scanner unit does not close

Make sure there are no obstructions:

1 Lift the scanner unit.

2 Remove any obstruction keeping the scanner unit open.

3 Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:
- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

These are possible solutions. Try one or more of the following:

Are there any error messages on the display?

Clear any error messages.

Is the toner low?

When `88 <color> Toner Low` appears or when the print becomes faded, replace the toner cartridge(s).

Is the scanner glass dirty?

Clean the scanner glass with a clean, lint-free cloth dampened with water.

Is the copy too light or too dark?

Adjust the density of the copy.

Check the quality of the original document

Make sure the quality of the original document is satisfactory.

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Unwanted toner is in the background
- Increase the background removal setting.
- Adjust the darkness to a lighter setting.

Patterns (moiré) appear in the output
- On the copy screen, touch the Text/Photo or Printed Image icon.
- Rotate the original document on the scanner glass.
- On the copy screen, adjust the scale setting.

Black text is light or disappearing
- On the copy screen, touch the Text icon.
- Decrease the background removal setting.
- Increase the contrast setting.
- Decrease the shadow detail setting.

The output appears washed out or overexposed
- On the copy screen, touch the Printed Image icon.
- Decrease the background removal setting.

Partial document or photo copies

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the Paper Size setting

Make sure the Paper Size setting matches the paper loaded in the tray.

Solving scanner problems

Checking an unresponsive scanner

If your scanner is not responding, make sure:

- The three cables located on the back of the scanner are attached to the printer securely.
- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

An error may have occurred in the program

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

Do you have any other software programs running?

Close all programs not being used.

The scan resolution may be set too high

Select a lower scan resolution.

Poor scanned image quality

These are possible solutions. Try one or more of the following:

Are there any error messages on the display?

Clear any error messages.

Is the scanner glass dirty?

Clean the scanner glass with a clean, lint-free cloth dampened with water.

Adjust the scan resolution

Increase the resolution of the scan for a higher quality output.

Check the quality of the original document

Make sure the quality of the original document is satisfactory.

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Partial document or photo scans

These are possible solutions. Try one or more of the following:

Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

Check the Paper Size setting

Make sure the Paper Size setting matches the paper loaded in the tray.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

Are there any error messages on the display?

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and `Ready` appears.

Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

Solving fax problems

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

Are there any error messages on the display?

Clear any error messages.

Check the power

Make sure the printer is plugged in, the power is on, and `Ready` appears.

Check the printer connections

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

Check the telephone wall jack

1 Plug a telephone into the wall jack.

2 Listen for a dial tone.

3 If you do not hear a dial tone, plug a different telephone into the wall jack.

4 If you still do not hear a dial tone, plug a telephone into a different wall jack.

5 If you hear a dial tone, connect the printer to that wall jack.

Review this digital phone service checklist

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.

- If you are using DSL, connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.

- If you are using a PBX telephone service, make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

Is there a dial tone?

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.

- If the telephone line is being used by another device, wait until the other device is finished before sending a fax.

- If you are using the On Hook Dial feature, turn up the volume to verify a dial tone.

Temporarily disconnect other equipment

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

Check for jams

Clear any jams, and then make sure that `Ready` appears.

Temporarily disable Call Waiting

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

Do you have Voice Mail service?

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

Is the printer memory full?

1 Dial the fax number.

2 Scan the original document one page at a time.

Can send but not receive faxes

These are possible solutions. Try one or more of the following:

Is there paper in the paper tray(s)?

Make sure paper is loaded in the tray(s).

Check the ring count delay settings

The ring count delay sets the number of times the phone line rings before the printer answers in Fax Only or Fax Tel modes. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, keep the Ring Delay setting at 4.

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Fax Settings**.

5 Click **Analog Fax Setup**.

6 In the Rings to Answer box, enter the number of times you want the phone to ring before answering.

7 Click **Submit**.

Is the toner low?

`88 <color> toner low` appears when the toner is low.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

Is the printer in Fax mode?

On the home screen, touch Fax to put the printer in Fax mode.

Is the document loaded properly?

Load the original document faceup, short-edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Make sure the shortcut number is set up properly

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

These are possible solutions. Try one or more of the following:

Can the document be re-sent?

Ask the person who sent you the fax to:
- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.

- Increase the fax scan resolution, if possible.

Is the toner low?

When `88 <color> toner low` appears or when you experience faded print, replace the cartridge(s).

Make sure the fax transmission speed is not set too high

Decrease the incoming fax transmission speed:

1 Open a Web browser.

2 In the address bar, type the IP address of the printer, and then press **Enter**.

3 Click **Configuration**.

4 Click **Fax Settings**.

5 Click **Analog Fax Setup**.

6 In the Max Speed box, click on one of the following:

2400
4800
9600
14400
33600

7 Click **Submit**.

Blocking junk faxes

1 Open a Web browser.

2 In the address bar, type the IP address of the printer and, then press **Enter**.

3 Click **Configuration**.

4 Click **Fax Settings**.

5 Click **Analog Fax Setup**.

6 Click the **No Name Fax** option.

This option blocks all incoming faxes that have a private caller ID or no fax station name.

7 In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Solving option problems

Option does not operate correctly or quits after it is installed

These are possible solutions. Try one or more of the following:

Reset the printer

Turn the printer off, wait for about 10 seconds, and then turn the printer on.

Check to see if the option is connected to the printer

1 Turn the printer off.

2 Unplug the printer.

3 Check the connection between the option and the printer.

Make sure the option is installed

Print a menu settings page and check to see if the option is listed in the Installed Options list. If the option is not listed, reinstall it.

Make sure the option is selected

From the program you are using, select the option. Mac OS 9 users should make sure the printer is set up in the Chooser.

Drawers

Make sure the paper is loaded correctly

1 Open the paper tray.

2 Check for paper jams or misfeeds.

3 Make sure paper guides are aligned against the edges of the paper.

4 Make sure the paper tray closes properly.

5 Close the door.

Reset the printer

Turn the printer off. Wait 10 seconds. Turn the printer back on.

Finisher

If the finisher does not operate correctly, these are possible solutions. Try one or more of the following:

Make sure the connection between the finisher and the printer is secure

If the finisher is listed on the menu settings page, but paper jams when it exits the printer and enters the finisher, it may not be properly installed. Reinstall the finisher. For more information, see the hardware setup documentation that shipped with the finisher.

Make sure you are using a paper size that is compatible with the finisher exit bins

For more information about supported paper sizes, click **View User's Guide and Documentation** on the *Software and Documentation* CD.

Flash memory card

Make sure the flash memory card is securely connected to the printer system board.

Hard disk with adapter

Make sure the hard disk is securely connected to the printer system board.

Internal print server

If the internal print server does not operate correctly, these are possible solutions. Try one or more of the following:

Check the print server connections
- Make sure the internal print server is securely attached to the printer system board.
- Make sure you are using the correct (optional) cable and that it is securely connected.

Make sure the network software is configured correctly

For information about installing software for network printing, click **View User's Guide and Documentation** on the *Software and Documentation* CD.

Memory card

Make sure the memory card is securely connected to the printer system board.

USB/parallel interface card

Check the USB/parallel interface card connections:
- Make sure the USB/parallel interface card is securely connected to the printer system board.
- Make sure you are using the correct cable and that it is securely connected.

Solving paper feed problems

Paper frequently jams

These are possible solutions. Try one or more of the following:

Check the paper

Use recommended paper and other specialty media. For more information, see the chapter about paper and specialty media guidelines.

Make sure there is not too much paper in the paper tray

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

Has the paper absorbed moisture due to high humidity?
- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Paper jam message remains after jam is cleared

The paper path is not clear. Clear jammed paper from the entire paper path, and then press Ⓥ.

Print jobs are not routed to the booklet-maker bin

These are possible solutions. Try one or more of the following:

Check the paper

Make sure the paper is loaded in a 520-sheet tray or the multipurpose feeder. If the paper is loaded in the multipurpose feeder, make sure it is loaded short-edge first.

Note: Do not load A4- or letter-size paper in the multipurpose feeder.
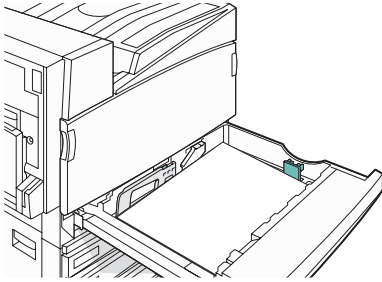
Is the letter- or A4-size paper loaded in a 520-sheet tray?

The finisher will not accept letter- or A4-size paper from the multipurpose feeder. Load letter- or A4-size paper in the short-edge orientation in a 520-sheet tray.

Make sure the paper size is supported by the booklet-maker bin (Bin 2)

Use one of the following paper sizes supported by Bin 2: A3, A4, B4, folio, legal, letter, or tabloid (11 x 17 in.).

Page that jammed does not reprint after you clear the jam

In the Setup menu, Jam Recovery is set to Off. Set Jam Recovery to Auto or On:

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch ⊟.

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch ▼ repeatedly until **Print Recovery** appears.

6 Touch **Print Recovery**.

7 Touch ▶ next to Jam Recovery until **On** or **Auto** appears.

8 Touch **Submit**.

9 Touch 🏠.

Solving print quality problems

The information in the following topics may help you solve print quality problems. If these suggestions still do not correct the problem, contact Customer Support. You may have a printer part that requires adjustment or replacement.

Isolating print quality problems

To help isolate print quality problems, print the print quality test pages:

1 Turn the printer off.

2 Load letter- or A4-size paper in the tray in the long-edge orientation.
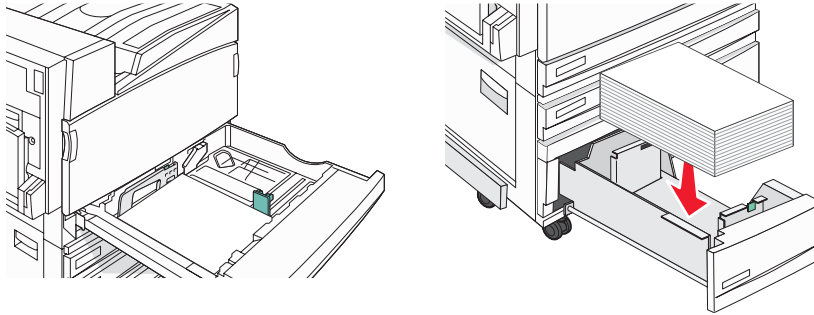
3 From the keypad, hold down ② and ⑥ while turning the printer on.

4 Release the buttons when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears.

5 On the display, touch ▼ repeatedly until `Print Quality Pages` appears.

6 Touch **Print Quality Pages**.

The print quality test pages print.

7 Touch **Exit Config Menu**.

Blank pages
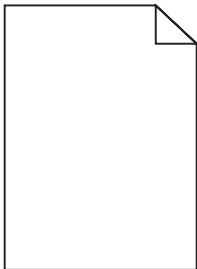
The printer may need to be serviced. For more information, contact Customer Support.

Characters have jagged or uneven edges
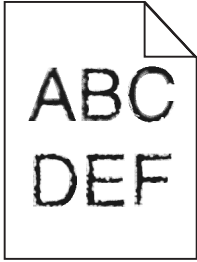
If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

These are possible solutions. Try one or more of the following:

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

Check the Paper Size setting

Make sure the Paper Size setting matches the paper loaded in the tray.

Dark lines
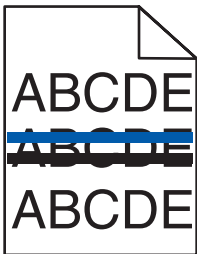
One or more of the photoconductors may be defective.

If an `84 Color pc unit life warning`, `84 Black pc unit life warning`, `84 Replace color pc units`, or `84 Replace black pc unit` message appears, replace the photoconductor(s).

Gray background
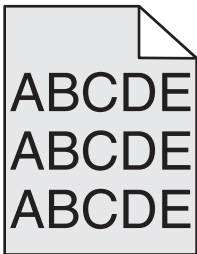
Reduce the Toner Darkness setting

From Print Properties, select a different Toner Darkness setting before sending the job to print.

Incorrect margins
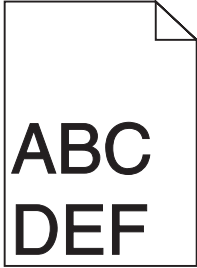
ABC
DEF

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

Check the Paper Size setting

Make sure the Paper Size setting matches the paper loaded in the tray.

Check the Page size setting

Before sending the job to print, specify the correct page size in Print Properties or the software program.

Light colored line, white line, or incorrectly colored line

ABCDE
ABCDE

AIBCDE
AIBCDE
AIBCDE
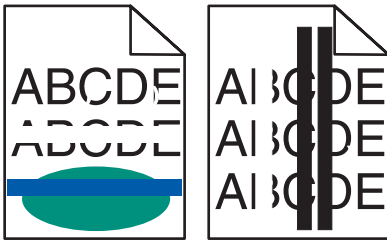
These are possible solutions. Try one or more of the following:

Clean the printhead lenses

The printhead lenses may be dirty.

Is a toner cartridge defective?

Replace the toner cartridge.

Are the photoconductors defective?

Replace the photoconductor(s).

Note: The printer has four photoconductors: cyan, magenta, yellow, and black. The cyan, magenta, and yellow photoconductors must all be replaced at the same time. The black photoconductor can be replaced separately.

Is the transfer belt defective?

Replace the transfer belt.

Paper curl

These are possible solutions. Try one or more of the following:

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray.

Has the paper absorbed moisture due to high humidity?

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Print irregularities
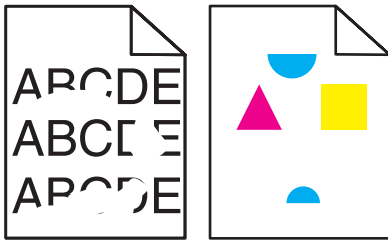
These are possible solutions. Try one or more of the following:

Has paper absorbed moisture due to high humidity?

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray.

Check the paper

Avoid textured paper with rough finishes.

Is the toner low?

When `88 <color> toner low` appears or when you experience faded print, you may be able to extend the life of the toner cartridge:

1 Remove the toner cartridge.

2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute toner.

3 Reinsert the toner cartridge and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the toner cartridge.

Is the fuser worn or defective?

Replace the fuser.

Repeating defects
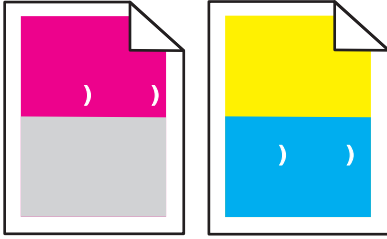
Do marks occur repeatedly only in one color and multiple times on a page?

Replace the photoconductor(s) if the defects occur every:

- 44 mm (1.7 in.)
- 94 mm (3.7 in.)

Note: The printer has four photoconductors: cyan, magenta, yellow, and black. The cyan, magenta, and yellow photoconductors must all be replaced at the same time. The black photoconductor can be replaced separately.

Skewed print

Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

Check the paper

Make sure you are using paper that meets the printer specifications.

Print is too light
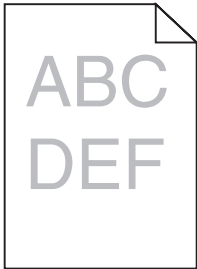
These are possible solutions. Try one or more of the following:

Check the darkness, brightness, and contrast settings

The Toner Darkness setting is too dark, the RGB Brightness setting is too dark, or the RGB Contrast setting is too high.

- From Print Properties, change these settings.

  Note: This solution applies to Windows users only.
- From the Quality menu, change these settings.

Has the paper absorbed moisture due to high humidity?

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Check the paper

Avoid textured paper with rough finishes.

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray.

Make sure Color Saver is set to Off

Color Saver may be set to On.

Is the toner low?

When `88 <color> toner low` appears order a new cartridge.

A toner cartridge may be defective

Replace the toner cartridge.

Print is too dark
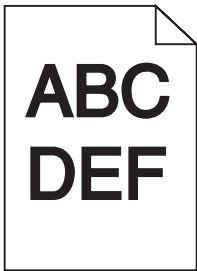
ABC
DEF

Check the darkness, brightness, and contrast settings

The Toner Darkness setting is too dark, the RGB Brightness setting is too dark, or the RGB Contrast setting is too high.

- From Print Properties, change these settings.

  Note: This solution applies to Windows users only.
- From the Quality menu, change these settings.

Is the toner cartridge defective?

Replace the toner cartridge.

Solid color pages
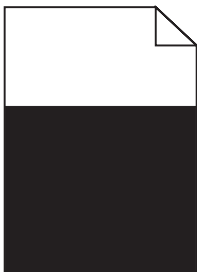
The printer may need to be serviced. For more information, contact Customer Support.

Toner fog or background shading appears on the page

A toner cartridge may be defective

Replace the toner cartridge.

Are the photoconductors worn or defective?

Replace the photoconductor(s).

Note: The printer has four photoconductors: cyan, magenta, yellow, and black. The cyan, magenta, and yellow photoconductors must all be replaced at the same time. The black photoconductor can be replaced separately.

Is there toner in the paper path?

Contact Customer Support.

Toner rubs off
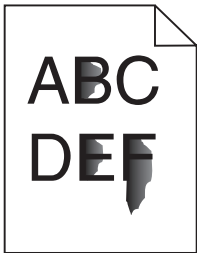
These are possible solutions. Try one or more of the following:

Check the Paper Type setting

Make sure the Paper Type setting matches the paper loaded in the tray.

Check the Paper Texture setting

Make sure the Paper Texture setting matches the paper loaded in the tray.

Toner specks
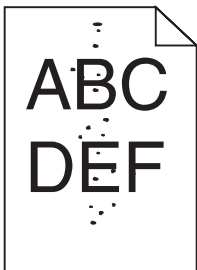
These are possible solutions. Try one or more of the following:

Is a toner cartridge defective?

Replace the toner cartridge.

Is there toner in the paper path?

Contact Customer Support.

Transparency print quality is poor

Check the transparencies

Use only transparencies recommended by the printer manufacturer.

Check the Paper Type setting

Load transparencies, and make sure the Paper Type setting is set to Transparency.

Uneven print density
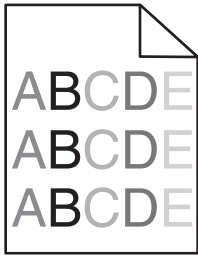
Replace the photoconductor(s).

Note: The printer has four photoconductors: cyan, magenta, yellow, and black. The cyan, magenta, and yellow photoconductors must all be replaced at the same time. The black photoconductor can be replaced separately.

Solving color quality problems

This section helps answer some basic color-related questions and describes how some of the features provided in the Quality menu can be used to solve typical color problems.

FAQ about color printing

What is RGB color?

Red, green, and blue light can be added together in various amounts to produce a large range of colors observed in nature. For example, red and green can be combined to create yellow. Televisions and computer monitors create colors in this manner. RGB color is a method of describing colors by indicating the amount of red, green, or blue needed to produce a certain color.

What is CMYK color?

Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. For example, cyan and yellow can be combined to create green. Printing presses, inkjet printers, and color laser printers create colors in this manner. CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black needed to reproduce a particular color.

How is color specified in a document to be printed?

Software programs typically specify document color using RGB or CMYK color combinations. Additionally, they allow users to modify the color of each object in a document. For more information, see the software program Help topics.

How does the printer know what color to print?

When a user prints a document, information describing the type and color of each object is sent to the printer. The color information is passed through color conversion tables that translate the color into the appropriate amounts of cyan, magenta, yellow, and black toner needed to produce the desired color. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

Should I use PostScript or PCL emulation printer software? What settings should I use for the best color?

The PostScript driver is strongly recommended for best color quality. The default settings in the PostScript driver provide the preferred color quality for the majority of printouts.

Why doesn't the printed color match the color I see on the computer screen?

The color conversion tables used in Auto Color Correction mode generally approximate the colors of a standard computer monitor. However, because of technology differences that exist between printers and monitors, there are many colors that can also be affected by monitor variations and lighting conditions. For recommendations on how the printer color sample pages may be useful in solving certain color-matching problems, see the question, "How can I match a particular color (such as a corporate logo)?"

The printed page appears tinted. Can I adjust the color?

Sometimes a printed page may appear tinted (for example, everything printed seems to be too red). This can be caused by environmental conditions, paper type, lighting conditions, or user preference. In these instances, adjust the Color Balance setting to create a more preferable color. Color Balance provides the user with the ability to make subtle adjustments to the amount of toner being used in each color plane. Selecting positive or negative values for cyan, magenta, yellow, and black (from the Color Balance menu) will slightly increase or decrease the amount of toner used for the chosen color. For example, if a printed page has a red tint, then decreasing both magenta and yellow could potentially improve the color balance.

My color transparencies seem dark when they are projected. Is there anything I can do to improve the color?

This problem most commonly occurs when projecting transparencies with reflective overhead projectors. To obtain the highest projected color quality, transmissive overhead projectors are recommended. If a reflective projector must be used, then adjusting the Toner Darkness setting to 1, 2, or 3 will lighten the transparency. Make sure to print on the recommended type of color transparencies.

What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. However, Color Correction must be set to Manual, or no user-defined color conversion will be implemented. Manual color correction settings are specific to the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations).

Notes:

- Manual color correction is not useful if the software program does not specify colors with RGB or CMYK combinations. It is also not effective in situations in which the software program or the computer operating system controls the adjustment of colors.
- The color conversion tables—applied to each object when Color Correction is set to Auto—generate preferred colors for the majority of documents.

To manually apply a different color conversion table:

1 From the Quality menu, select **Color Correction**, and then select **Manual**.

2 From the Quality menu, select **Manual Color**, and then select the appropriate color conversion table for the affected object type.

Manual Color menu

Object type	Color conversion tables
RGB Image RGB Text RGB Graphics	• **Vivid**—Produces brighter, more saturated colors and may be applied to all incoming color formats. • **sRGB Display**—Produces an output that approximates the colors displayed on a computer monitor. Black toner usage is optimized for printing photographs. • **Display—True Black**—Produces an output that approximates the colors displayed on a computer monitor. Uses only black toner to create all levels of neutral gray. • **sRGB Vivid**—Provides an increased color saturation for the sRGB Display color correction. Black usage is optimized for printing business graphics. • **Off**—No color correction is implemented.
CMYK Image CMYK Text CMYK Graphics	• **US CMYK**—Applies color correction to approximate the SWOP (Specifications for Web Offset Publishing) color output. • **Euro CMYK**—Applies color correction to approximated EuroScale color output. • **Vivid CMYK**—Increases the color saturation of the US CMYK color correction setting. • **Off**—No color correction is implemented.

How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates a multiple-page printout consisting of hundreds of colored boxes. Either a CMYK or RGB combination is located on each box, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, a user can identify the box whose color is the closest to the desired color. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to utilize the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on the Color Correction setting being used (Auto, Off, or Manual), the type of object being printed (text, graphics, or images), and how the color of the object is specified in the software program (RGB or CMYK combinations). When the printer Color Correction setting is set to Off, the color is based on the print job information; and no color conversion is implemented.

Note: The Color Samples pages are not useful if the software program does not specify colors with RGB or CMYK combinations. Additionally, certain situations exist in which the software program or the computer operating system adjusts the RGB or CMYK combinations specified in the program through color management. The resulting printed color may not be an exact match of the Color Samples pages.

What are detailed Color Samples and how do I access them?

Detailed Color Samples sets are available only through the Embedded Web Server of a network printer. A detailed Color Samples set contains a range of shades (displayed as colored boxes) that are similar to a user-defined RGB or CMYK value. The likeness of the colors in the set are dependent on the value entered in the RGB or CMYK Increment box.

To access a detailed Color Samples set from the Embedded Web Server:

1 Open a Web browser.

2 In the address bar, type the network printer IP address.

3 Click **Configuration**.

4 Click **Color Samples**.

5 Click **Detailed Options** to narrow the set to one color range.

6 When the Detailed Options page appears, select a color conversion table.

7 Enter the RGB or CMYK color number.

8 Enter an Increment value from 1–255.

   Note: The closer the value is to 1, the narrower the color sample range will appear.

9 Click **Print** to print the detailed Color Samples set.

Contacting Customer Support

When you call Customer Support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

In the U.S. or Canada, call (1-800-539-6275). For other countries/regions, visit the Lexmark Web site at **www.lexmark.com**.

Notices

Product name:

Lexmark X940e, Lexmark X945e

Machine type:

7510

Model(s):

030, 230

Edition notice

April 2007

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If you don't have access to the Internet, you can contact Lexmark by mail:

Lexmark International, Inc.
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740 New Circle Road NW
Lexington, KY 40550

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Conventions

Note: A *Note* identifies something that could help you.

Warning: A *Warning* identifies something that could damage your product hardware or software.

CAUTION: A *CAUTION* identifies something that could cause you harm.

CAUTION: This type of *CAUTION* indicates that you should *not touch* the marked area.

CAUTION: This type of *CAUTION* indicates a *hot surface*.

CAUTION: This type of *CAUTION* indicates a *shock hazard*.

CAUTION: This type of *CAUTION* indicates a *tipping hazard*.

Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Exposure to radio frequency radiation

The following notice is applicable if your printer has a wireless network card installed.

The radiated output power of this device is far below the FCC radio frequency exposure limits. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC.

Industry Canada notices

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

Industry Canada radio interference statement

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Radio interference notice

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case, the user may be required to take adequate measures.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 89/336/EEC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.

$$C \in$$

A declaration of conformity with the requirements of the directives is available from the Director of Manufacturing and Technical Support, Lexmark International, S. A., Boigny, France.

This product satisfies the limits of EN 55022; safety requirements of EN 60950; radio spectrum requirements of ETSI EN 300 330-1 and ETSI EN 300 330-2; and the EMC requirements of EN 55024, ETSI EN 301 489-1 and ETSI EN 301 489-3.

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India emissions notice

This device uses very low power low range RF communication that has been tested and found not to cause any interference whatsoever. The manufacturer is not responsible in case of any disputes arising out of requirement of permissions from any local authority, regulatory bodies or any organization, required by the end-user to install and operate this product at his premises.

भारतीय उत्सर्जन सूचना

यह यंत्र बहुत ही कम शक्ति, कम रेंज के RF कम्युनिकेशन का प्रयोग करता है जिसका परीक्षण किया जा चुका है, और यह पाया गया है कि यह किसी भी प्रकार का व्यवधान उत्पन्न नहीं करता । इसके अंतिम प्रयोक्ता द्वारा इस उत्पाद को अपने प्रांगण में स्थापित एवं संचालित करने हेतु किसी स्थानीय प्राधिकरण, नियामक निकायों या किसी संगठन से अनुज्ञा प्राप्त करने की जरूरत के संबंध में उठे विवाद की स्थिति में विनिर्माता जिम्मेदार नहीं है।

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	52 dBA
Scanning	54 dBA
Copying	53 dBA
Ready	32 dBA

Values are subject to change. See **www.lexmark.com** for current values.

Temperature information

Ambient temperature	15.6C° – 32.2C°
Shipping and storage temperature	-40.0C° – 60.0C°

Waste from Electrical and Electronic Equipment (WEEE) directive

The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at **www.lexmark.com** for your local sales office phone number.

Product disposal

Do not dispose of the printer or supplies in the same manner as normal household waste. Consult your local authorities for disposal and recycling options.

Federal Communications Commission (FCC) compliance information statement

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at **www.lexmark.com** or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrestor in the AC outlet to which this device is connected. An appropriate AC surge arrestor is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

South Africa telecommunications notice

This modem must be used in conjunction with an approved surge protection device when connected to the PSTN.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 14B5109 or 80D1877) to be installed on any line which receives metering pulses in Switzerland. The Lexmark filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (n° de référence Lexmark : 14B5109 ou 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 14B5109 oder 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Lexmark Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 14B5109 o 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro Lexmark poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

ENERGY STAR

Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The printer contains internally a Class IIIb (3b) laser that is nominally a 5 milliwatt gallium arsenide laser operating in the wavelength of 770-795 nanometers. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Laser advisory label

A laser notice label may be affixed to this printer as shown:

Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	850 W
Copying	The product is generating hard-copy output from hard-copy original documents.	850 W
Scanning	The product is scanning hard-copy documents.	240 W
Ready	The product is waiting for a print job.	220 W
Power Saver	The product is in energy-saving mode.	45 W
High Off	The product is plugged into a wall outlet, but the power switch is turned off.	NA
Low Off (<1 W Off)	The product is plugged into a wall outlet, the power switch is turned off, and the product is in the lowest possible power consumption mode.	NA
Off	The product is plugged into a wall outlet, but the power switch is turned off.	110V = 0.15W, 220V = 1.25W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See **www.lexmark.com** for current values.

Power Saver

This product is designed with an energy-saving mode called Power Saver. The Power Saver Mode is equivalent to the EPA Sleep Mode. The Power Saver Mode saves energy by lowering power consumption during extended periods of inactivity. The Power Saver Mode is automatically engaged after this product is not used for a specified period of time, called the Power Saver Timeout.

Factory default Power Saver Timeout for this product (in minutes):	110V = 45 minutes, 220V = 60 minutes

By using the configuration menus, the Power Saver Timeout can be modified between 1 minute and 240 minutes. Setting the Power Saver Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Power Saver Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the wall outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Statement of Limited Warranty

Lexmark X940e, Lexmark X945e

Lexmark International, Inc., Lexington, KY

This limited warranty applies to the United States and Canada. For customers outside the U.S., refer to the country-specific warranty information that came with your product.

This limited warranty applies to this product only if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark Remarketer, referred to in this statement as "Remarketer."

Limited warranty

Lexmark warrants that this product:

—Is manufactured from new parts, or new and serviceable used parts, which perform like new parts

—Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was intended. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Limited warranty service

The warranty period starts on the date of original purchase as shown on the purchase receipt and ends 12 months later provided that the warranty period for any supplies and for any maintenance items included with the printer shall end earlier if it, or its original contents, are substantially used up, depleted, or consumed.

To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item.

The replacement item assumes the remaining warranty period of the original product.

Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, damaged beyond repair, or if the product is not free of all legal obligations, restrictions, liens, and encumbrances.

Before you present this product for warranty service, remove all print cartridges, programs, data, and removable storage media (unless directed otherwise by Lexmark).

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area contact Lexmark on the World Wide Web at **www.lexmark.com/support**.

Remote technical support is provided for this product throughout its warranty period. For products no longer covered by a Lexmark warranty, technical support may not be available or only be available for a fee.

Extent of limited warranty

Lexmark does not warrant uninterrupted or error-free operation of any product or the durability or longevity of prints produced by any product.

Warranty service does not include repair of failures caused by:

—Modification or unauthorized attachments

—Accidents, misuse, abuse or use inconsistent with Lexmark user's guides, manuals, instructions or guidance

—Unsuitable physical or operating environment

—Maintenance by anyone other than Lexmark or a Lexmark authorized servicer

—Operation of a product beyond the limit of its duty cycle

—Use of printing media outside of Lexmark specifications

—Refurbishment, repair, refilling or remanufacture by a third party of products, supplies or parts

—Products, supplies, parts, materials (such as toners and inks), software, or interfaces not furnished by Lexmark

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Limitation of liability

Your sole remedy under this limited warranty is set forth in this document. For any claim concerning performance or nonperformance of Lexmark or a Remarketer for this product under this limited warranty, you may recover actual damages up to the limit set forth in the following paragraph.

Lexmark's liability for actual damages from any cause whatsoever will be limited to the amount you paid for the product that caused the damages. This limitation of liability will not apply to claims by you for bodily injury or damage to real property or tangible personal property for which Lexmark is legally liable. **IN NO EVENT WILL LEXMARK BE LIABLE FOR ANY LOST PROFITS, LOST SAVINGS, INCIDENTAL DAMAGE, OR OTHER ECONOMIC OR CONSEQUENTIAL DAMAGES.** This is true even if you advise Lexmark or a Remarketer of the possibility of such damages. Lexmark is not liable for any claim by you based on a third party claim.

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Additional rights

Some states do not allow limitations on how long an implied warranty lasts, or do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions contained above may not apply to you.

This limited warranty gives you specific legal rights. You may also have other rights that vary from state to state.

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